



University of Education,  
Winneba

# STATUTES



OCTOBER 2007

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In exercise of the powers conferred on the University Council under Section 4(1) of the University of Education, Winneba Act 672 (2004), these Statutes are made this 25th day of October, 2007.

**Statute 1: Definition of Terms**

In these Statutes, unless the context otherwise requires, **The Act** means Act 672 University of Education, Winneba, 2004.

**Operative Date** means the day on which the Statutes enacted by the Council shall be brought into effect by the Council.

**University** means the University of Education, Winneba, established by Section 1 of Act 672.

**Council** means the Council of the University established by Act 672.

**Academic Board** means the Academic Board of the University.

**Academic Member** means a Senior Member holding a full-time teaching and/or research appointment in the University, the University Librarian, the Deputy Librarian and such other persons as may be declared by Council on the recommendation of the Academic Board to be an Academic Member.

**Professorial Status** shall attach to the post of full Professor and Associate Professor, and all other posts so designated by Council on the recommendation of the Academic Board.

**Faculty** means a group of related departments in the University

**Senior Member** means any member of the Academic, professional or administrative staff, who, by appointment, becomes a member of Convocation.

**Junior Member** means any person registered for a course of instruction or research in the University.

**Staff** means persons other than Senior Members in the employ of the University.

**Senior Staff** means those persons in the employ of the University of a rank not lower than that of an Administrative Assistant or its equivalents.

**Junior Staff** means those persons in the employ of the University of a rank below that of an Administrative Assistant or its equivalents.

**Statute 2: Repeals**

The Statutes in force immediately before the commencement of these Statutes, save the one contained in Schedule E, are hereby repealed.

**Statute 3: University Property**

All property, real or personal, of every description now or hereafter belonging to the University, shall remain and be vested in the University, and all trusts for, or to be executed by the University, and under any former constituent names of description insured for the benefit of the University, or in accordance with the provisions of these Statutes executed by the University.

**Statute 4: Chancellor**

- a. There shall be a Chancellor appointed by the Council in accordance with Article 195(3) of the 1992 Constitution of the Republic of Ghana.
- b. The Chancellor shall take precedence over all other members of the University. S/he shall preside over any ceremony of the University at which s/he is present and may also preside over any other meetings of the University at which s/he is present. S/he shall be furnished with copies of Minutes of Council and the Academic Board in addition to other publications of the University.
- c. The Chancellor shall appoint a Visiting Committee to inspect the work of the University, once in every five years.
- d. The Chancellor shall make representation to the University Council on matters relevant to the aims of the University as set out in the University of Education, Winneba Act, and may, at the invitation of Council, attend its meetings.
- e. The Chancellor shall hold office for a period of five years and shall be eligible for reappointment for a second term only.

**Statute 5: Chairman of Council**

- a. There shall be a Chairman of Council who shall be appointed in the manner prescribed in the Act. The tenure of office shall be as provided in the Act.
- b. The Chairman shall be furnished with copies of Minutes of the Academic Board in addition to other publications of the University. S/he may resign office by letter addressed to the President through the Minister of Education Science and Sports and copied to the Vice-Chancellor.
- c. In the absence of the Chairman of Council from any meeting of Council, Council shall elect from among the government appointees one person to preside over the meeting.

**Statute 6: Vice-Chancellor**

- a. There shall be a Vice-Chancellor of Professorial Status of the University, to be appointed in the manner provided for by the Act to serve as the academic and administrative head and chief disciplinary officer of the University. The Vice-Chancellor shall, by virtue of his/her office, be a member of Council as provided for by the Act and also of Convocation and the Academic Board.

The Vice-Chancellor shall have the right to attend meetings of all Statutory Committees and Bodies of the University.

- b. A person appointed Vice-Chancellor shall hold office for four years on the terms and conditions specified in the instrument of appointment which appointment may be reviewed for a further final term of up to four years, but not beyond the statutory retiring age.
- c. The Vice-Chancellor shall be responsible, in accordance with the Statutes and decisions of Council and the Academic Board, for organizing and conducting the financial and administrative business of the University. S/he shall have overall authority over the financial and administrative staff and shall submit, annually through the Academic Board, to Council a statement on staff establishment which in his/her opinion is necessary for the transaction of University business together with an estimate of expenditure required for the maintenance of such staff.

- d. It shall be the duty of the Vice-Chancellor to advise Council and Academic Board on all matters affecting policy, finance, governance, and administration of the University, and for this purpose s/he shall have unrestricted rights of attendance and speech at all meetings of Council and of all University Bodies, whether executive or advisory, which are charged with the consideration of such matters.
- e. The Vice-Chancellor, subject to the approval of Council, shall have the power to delegate in writing any of the functions assigned him/her by these Statutes to Senior Members of the University as s/he shall deem appropriate.
- f. The Vice-Chancellor may appoint all employees of the University other than Senior Members in accordance with procedures and terms laid down by Council.
- g. The Vice-Chancellor may resign his/her office by letter addressed to Chairman of Council.
- h. Where the post of Vice-Chancellor becomes vacant through resignation or death, or any cause which incapacitates him/her in the performance of his/her functions and duties for nine consecutive months, Council shall set in motion the process for identification and appointment of a new Vice-Chancellor. In any such event, the Pro Vice-Chancellor shall, as determined by Council, act as Vice-Chancellor until a new Vice-Chancellor is appointed.
- i. In the event of (g), a Search Party shall be constituted by Council as follows:
  - Chairman, to be appointed by Council
  - Two members of Council appointed by Council who are not staff of UEW
  - Two members of the Academic Board who shall be of Professorial Status, appointed by Academic Board
  - Executive Secretary, NCTE
  - A Vice-Chancellor (retired/serving) appointed by Council

The Registrar shall serve as Secretary.

**Statute 7: Pro Vice-Chancellor**

- a. There shall be a Pro Vice-Chancellor exercising the powers specified in the Act and such others as may be delegated to him or her by the Vice-Chancellor.
- b. The Pro Vice-Chancellor shall be elected by Convocation and appointed by Council.
- c. The Pro Vice-Chancellor shall vacate his/her post of Dean or Head of Department by reason of his/her appointment as Pro Vice-Chancellor.
- d. In the event of a temporary absence of both the Vice-Chancellor and Pro Vice-Chancellor, from the University or when both posts are vacant, the most senior Dean shall act until Council is able to make a formal appointment.
- e. The Pro Vice-Chancellor shall hold office for two academic years and shall be eligible for re-election for a further period of two years; the position to be held for a further final period of two terms.
- f. The Pro Vice-Chancellor may resign his/her office by writing to the Chairman of Council through the Vice-Chancellor.

**Statute 8: Principals**

- a. There shall be a Principal of Professorial Status who shall be appointed by Council. The Principal shall be the administrative and academic head of a College of the University.
- b. A Principal shall hold office for a term of four academic years in the first instance, and shall be eligible for re-appointment for a further final period of three years.
- c. The appointment of Principals shall be done by a Search Committee to be appointed by Academic Board.

**Statute 9: Registrar**

- a. There shall be a Registrar of the University who shall be appointed by the University Council and shall act as adviser to the Vice-Chancellor.
- b. In addition to the functions specified in the Act, the Registrar shall be responsible for providing secretarial services for all Boards and Committees of Council and the Academic Board and its Sub-committees. S/he shall be a non-voting member of the Academic Board.
- c. The Registrar shall be responsible for the custody of the University Seal and for affixing it to documents in accordance with the directions of Council or Academic Board in the exercise of their respective powers under the Act and under these Statutes.
- d. Where the post of Registrar becomes vacant, a Search Committee shall be constituted by Council as follows:
  - Chairman, appointed by Council, not necessarily from its membership
  - Two members of Council, appointed by Council
  - Two members of the Academic Board who shall be of Professorial Status
  - Two External Assessors of the status of Registrar from any of the public universities, appointed by Council.

The Search Committee, after making such enquiries as it deems fit, shall recommend two or three candidates to Council for appointment.

**Statute 10: Finance Officer**

- a. There shall be a Finance Officer who shall be appointed by Council.
- b. The Finance Officer is under the Vice-Chancellor and responsible for the integrity of the finances of the University.
- c. The Finance Officer's duties shall be to:
  - i. Prepare for the consideration of the Academic Board statements, accounts and estimates required by the Board.
  - ii. Call for and receive moneys due to the University and make, on behalf of the University, the authorised payments.
  - iii. Report to the Finance Committee any case of failure to maintain the financial and other records of the University in the form required by the Council.
  - iv. Prepare consolidated accounts of the Units of the University for the consideration of the Finance Committee.
  - v. Afford every facility to both internal and external auditors in the performance of their functions, and
  - vi. Source for funds for the University.
- d. Where the post of Finance Officer becomes vacant, a Search Committee shall be constituted by Council as follows:
  - Chairman, appointed by Council
  - Two members, appointed by Council
  - Two members of the Academic Board who shall be of Professorial Status
  - Two External Assessors, appointed by Council.
- e. The post of Finance Officer shall be filled by appointment only.

**Statute 11: Librarian**

- a. There shall be a Librarian who shall be appointed by Council and is responsible for the general management of the University Library and any other libraries within the University.
- b. The Librarian shall implement the decisions of the Library Board previously approved by the Academic Board, and shall ensure that the libraries and information and communication materials of the University are managed in accordance with the Rules and Regulations approved by the Academic Board.
- c. Where the post of Librarian becomes vacant, a Search Committee shall be constituted by Council as follows:
  - Chairman , appointed by Council
  - Two members, appointed by Council
  - Two members of the Academic Board who shall be of Professorial Status
  - Two External Assessors.
- d. The Search Committee, after making such enquiries as it deems fit, shall recommend two or three candidates to Council for appointment.
- e. For the position of Librarian, criteria for academic positions shall apply.

**Statute 12: Other Officers**

- a. Council may, on the recommendation of the Academic Board, establish such other offices as it deems fit and appoint officers to occupy them
- b. The duties, remuneration, terms and conditions of service shall be determined by Council.

**Statute 13.1: Internal Auditor**

- a. There shall be an Internal Auditor who shall be appointed by Council.
- b. The Internal Auditor shall report directly to the Vice-Chancellor.
- c. Reporting should include significant risk exposures and control issues, corporate governance issues and other matters requested by Council and Senior Management.
- d. The Internal Auditor shall:
  - i. Assess and report on the adequacy of controls necessary to secure
  - ii. value for money and ensure the realization of the strategic objectives
  - iii. Ensure that the University Assets are accounted for and safeguarded from losses of all kinds.
  - iv. Determine the reliability and adequacy of the accounting, financial and reporting systems and procedures in the University.
  - v. Evaluate operational procedures to determine whether results are consistent with established objectives, goals and planned programmes.

**Statute 13.2: External Auditors of the University**

- a. The Auditor-General shall appoint External Auditors to audit the accounts of the University.
- b. The External Auditors appointed shall conduct their business in accordance with the directives of the Auditor-General, and shall receive such remuneration as shall be determined by Council.
- c. The External Auditors shall have right of access to books, accounts and relevant records of the University and shall be entitled to such information and explanation as they deem necessary for the proper discharge of their responsibilities.
- d. The External Auditors shall submit to Council, once in each year, a report on the accounts of the University.
- e. The External Auditors may resign their appointment by letter addressed to Council

**Statute 13.3: Auditing of University Account**

The accounts of the University, including the accounts of its autonomous Units as well as the consolidated accounts, shall be audited annually by the Auditor-General in accordance with Clause (2) of Article 187 of the Constitution.

**Statute 14: Alumni Association**

- a. There shall be an Alumni Association of the University representing the body of past students of the University, including past students of former Constituent Institutions.
- b. The Association shall have power to make its own Constitution.

**Statute 15: Meetings of the University Council**

- a. In addition to the provisions of Section 9 (1) of the Act, notice of any meeting of Council and the business to be transacted shall be given in writing to each member of Council by the Registrar not later than ten days before the date fixed for the meeting.
- b. Notices and documents required for the purpose of meetings, in accordance with the Act and these Statutes, may be given or sent personally or posted. Where a notice or a document is sent by registered post, this act shall be deemed to have been properly effected at the time when such document would in the ordinary course be delivered.

**Statute 16: Powers and Functions of Council**

- a. Without prejudice to the generality of the powers of Council as provided by the Act and these Statutes, the powers and functions of the University Council shall include the following:
  - i. Selling, buying, exchanging, leasing and accepting leases of property.
  - ii. Borrowing money on behalf of the University on security of the property of the University or otherwise.
  - iii. Entering into, carrying out, varying and cancelling contracts generally.
  - iv. Controlling the finances of the University and finally determining any questions on finance arising out of the administration of the University or the execution of its policy or in the execution of any trust by the University.
  - v. Submitting to the Minister an annual report on the activities of the University during that year.
  - vi. Assuming responsibility for all measures necessary or desirable for the conservation or augmentation of the resources of the University and, for this purpose, specifying any matter affecting the income or expenditure of the University in respect of which the consent of Council shall be obtained before action is taken or liability incurred.
- b. In furtherance of the above, Council shall:
  - i. Determine the allocation of all recurrent funds at the disposal of the University.
  - ii. Determine annually the expenditure necessary for the development of the University.
  - iii. Prescribe the manner and form in which Units of the University shall submit accounts or estimates of income and expenditure.
  - iv. Have the power to confer the title of Emeritus Professor, Honorary Professor or Honorary Lecturer or other Academic titles on the recommendation of the Academic Board.
  - v. Ensure that the Planning Unit works closely with the National Council for Tertiary Education (NCTE) on policies relating to norms covering student and staff numbers and funding levels.



**Statute 17: Finance Committee**

- a. There shall be a Finance Committee which shall have power to:
  - i. Invest and otherwise manage University funds.
  - ii. Incur or authorize persons or bodies to incur expenditure from University Funds, including any income accruing to any Section of the University.
  - iii. Control and regulate such expenditure by means of annual or other budgeting, by making allocations subject to any conditions it may determine, and by such means as it may deem fit.
  - iv. Approve annual estimates for transmission to the National Council for Tertiary Education (NCTE) on behalf of Council.
  - v. Prepare the annual accounts of the University for approval by Council.
  - vi. Perform all functions assigned to it in the University's Financial and Stores Regulations.
  - vii. Carry out any other functions delegated to it by Council.
- b. The composition of the Finance Committee shall be as specified in Schedule A of these Statutes.
- c. The term of office of all elected or appointed members of the Finance Committee (other than ex-officio members) shall be two years subject to re-appointment or re-election.
- d. The Committee may appoint such sub-committees as it deems fit.

**Statute 18: Development Committee**

- a. Council shall appoint a Development Committee which, subject to the general policy, control and guidance of Council, shall be responsible for all matters concerning the acquisition, development, maintenance and disposal of land, buildings, and property that fall within the functions of the Council.
- b. Without prejudice to the generality of these powers, the Committee shall, within the financial resources made available to it by the Finance Committee, have power to:
  - i. Determine building programmes and approve plans for the physical development of the University.
  - ii. Appoint such consultants and other professional persons as, in its view, are required for the best implementation of the plans.
  - iii. Control all design matters.
  - iv. Take all such steps as it deems fit for the development, care and maintenance of the property of the University.
- c. The composition of the Development Committee is as shown in Schedule A to these Statutes.

**Statute 19: Superannuation Management Board**

There shall be a Superannuation Management Board to keep under view the operations of superannuation.

**Membership:**

- Four members, appointed by Council, two of whom shall be from Council and two from outside the University
- Two members, elected by UTAG
- One non-teaching Senior Member, elected by GAUA
- Internal Auditor
- Registrar
- Finance Officer.

**Functions:**

The Board shall:

- i. Manage the Superannuation Scheme.
- ii. Submit annual reports to Council.
- iii. Review the operations of the Superannuation Scheme and make appropriate recommendations to Council.

**Statute 20: University Tender Committee**

- a. There shall be a University Tender Committee which shall be constituted in accordance with the Public Procurement Act, 2003.
- b. The composition of the University Tender Committee is as shown in Schedule A to these Statutes.

**Statute 21: Appointments and Promotions Board (Senior Members)**

- a. There shall be an Appointments and Promotions Board for the engagement of the services of Senior Members of the University.
- b. The Appointments and Promotions Board shall:
  - i. Recommend to Council for appointments to Professorial and equivalent grades.
  - ii. Engage and promote other Senior Members on behalf of Council.
  - iii. Approve an appointment for a period of up to one year in urgent cases, pending the regularization of the appointment.
- c. Composition of the Appointments and Promotions Board is as shown in Schedule B.

**Statute 22: Academic Board**

There shall be an Academic Board of the University as prescribed by the Act.

**Statute 23: Composition of the Academic Board**

The Academic Board shall consist of the following:

- Vice-Chancellor, Chairperson
- Pro Vice-Chancellor
- Principals of Colleges of the University
- Directors, Deans of Faculty, and Dean of Student Affairs
- Professors and Associate Professors
- Heads of Academic Departments, Schools, Institutes and Centres
- Librarian
- Members of Convocation on Council who are not members of the Academic Board in any other capacity
- One member not below the rank of Senior Lecturer, elected from each Faculty by the Senior Members of that Faculty

The Registrar shall be Secretary to the Board.

**Statute 24: Powers and Functions of the Academic Board**

Without prejudice to the generality of the powers of the Academic Board prescribed by the Act and these Statutes, the powers and functions of the Academic Board shall be to:

- i. Formulate and carry out the academic policy of the University and, generally, regulate and approve the programmes of instruction and examinations in the University.
- ii. Promote research within the University and request, every year, reports from Faculties, Departments, Schools, Institutes and Centres on research being done.
- iii. Make regulations for the admission of students into the University.
- iv. Make arrangements for the conduct of examinations and determine dates for holding them.
- v. Receive reports on the conduct of examinations and comments on them for the year from Faculty Boards, and make observations and recommendations on University examinations as it deems fit.
- vi. Appoint External Examiners on the recommendations of Faculty Boards and Schools concerned and determine the terms and conditions of the appointment.
- vii. Terminate the appointment of External Examiners for negligence or other sufficient cause during their terms of office and in the case of death, illness or resignation of the Examiner, appoint a replacement.
- viii. Make regulations relating to courses of study, degrees and other academic distinctions after receiving reports or proposals from Faculty Boards.
- ix. Recommend the award of degrees, diplomas, certificates and other academic distinctions to persons who have pursued a programme of study or research approved by the Academic Board and have passed the prescribed examinations or otherwise satisfied the examiners.
- x. Make recommendations for the institution, combination, abolition, changes of scope or division of Institutes, Schools, Centres and Departments.
- xi. Recommend to Council the affiliation of other institutions to the University on such terms and conditions as it deems fit.
- xii. Determine, subject to any conditions made by its donors which are accepted by Council, and after report from Faculty Boards or Schools concerned, the mode and conditions of competition for Fellowships, Scholarships, Exhibitions, Bursaries, Medals and other Prizes, as well as examine for the award of these or delegate to the Faculties, Departments, Schools and Committees set up for that purpose by the Academic Board.
- xiii. Review annually, upon any enquiries which it may deem fit to make, the academic organisation and development of the University with special reference to (a) the accomplishment of the effectiveness of the University's work in relation to the provision of a University education responsive to the social, administrative, scientific, agricultural and technological needs of Ghana, (b) a report to Council arising from such review, and if it so wishes, (c) recommendations to Council for the institution of Schools, Institutes, Departments or other Academic Sections, for the establishment of additional academic posts for any other new development.
- xiv. Regulate all matters relating to content and methods of teaching and of assessment by examination or otherwise, for the award of degrees, diplomas, certificates, and other academic distinctions.
- xv. Determine and control the terms and conditions of research or other activities conducted in the University for which payments are made by outside bodies.
- xvi. Make regulations for the discipline of Junior Members of the University.
- xvii. Refer proposals on any matter to Convocation for consideration.
- xviii. Exercise all such powers as are or may be conferred on the Academic Board by any amendment to the Act or these Statutes.
- xix. Regulate the relationships between the University and associated institutions.
- xx. Receive written reports from the Sub-Committees of the Academic Board for consideration.

**Statute 25: Meetings of the Academic Board**

- a. The Vice-Chancellor shall convene a meeting of the Academic Board at least twice in each semester. Emergency meetings may be convened by the Vice-Chancellor at short notice.
- b. A special meeting of the Academic Board shall be convened on a written request of at least one quarter of members of the Academic Board, submitted to the Vice-Chancellor with a statement of the matters to be discussed. In the event of such a request, the Vice-Chancellor shall convene a special meeting within seven days of the receipt of the request, specifying in the notice the matters to be considered.
- c. The quorum for the transaction of business of the Academic Board shall not be less than half of the total membership of the Board, including the Chairman or the Pro Vice-Chancellor.

**Statute 26: Statutory Committees of the Academic Board**

- a. Subject to the approval of Council, there shall be such Statutory Committees of the Academic Board as the Board may from time to time determine.
- b. The membership and functions of the Committees of the Academic Board shall be in accordance with Schedule B to these Statutes.
- c. The term of all elected members of Committees and Boards shall be two years, the period to terminate at the end of an academic year. Elections shall be held by the end of the second semester of the academic year preceding that in which persons elected are to begin their term.

**Statute 27: Deans of Faculty/School**

- a. There shall be a Dean and a Vice Dean in each Faculty or School.
  - i. Each Faculty shall have a Dean and Vice Dean appointed by Council on the recommendation of the Appointments and Promotions Board, in accordance with the Schedules to these Statutes
  - ii. If the Dean of Faculty so appointed is of Professorial Status, s/he shall hold office for three academic years. If s/he is not of Professorial Status, s/he shall hold office for two academic years. A Dean may be appointed for a maximum of two terms.
  - iii. If an appointed Dean is a Head of Department, s/he shall be relieved of his/her headship.
  - iv. The Vice-Chancellor, may on the advice of the Academic Board, withdraw the appointment of a Dean for a good cause.
- b. The internal organization of the University into Faculties, Departments and Units shall be in accordance with the Schedules to these Statutes.

**Statute 28: Functions of Dean of Faculty/School**

- a. The Dean of Faculty shall be responsible for providing leadership to the Faculty in the exercise of its powers specified in these Statutes.
- b. The Dean shall be the Chairperson of the Faculty Board and Head of the Faculty.
- c. S/he shall, in consultation with the Heads of Department, have the responsibility for the training of students and for the monitoring of lecturers on study leave.
- d. S/he shall liaise with professional institutions, associations and similar bodies, and organize consultative committees comprising Faculty members and experts in the various professional fields within the Faculty.
- e. S/he shall liaise and cooperate with other Faculties in the organization of common courses.
- f. S/he shall co-ordinate the work of the Departments within the Faculty.
- g. S/he shall consult with, and be assisted by the Heads of Department in the execution of his/her duties.

**Statute 29: Faculty/School Boards**

- a. There shall be in each Faculty a Board whose members shall include the following:
  - Dean of the Faculty, Chairperson
  - Heads/Acting Heads of Department
  - Professors within the Faculty
  - One other member of each Department elected by the members of the Department
  - One representative from a cognate Faculty in accordance with the Schedules to these Statutes

Faculty Officer shall be Secretary to the Faculty Board.

- b. The term of office of each elected member of a Faculty Board shall be two years and may be extended by re-election.
- c. Each Faculty Board shall meet at least once a month during a semester. Emergency meetings of the Board may be called by the Dean at short notice. Special meetings shall be called on the written request of at least half of the members of the Board and submitted to the Dean with a statement to be considered. The Dean shall convene a special meeting of the Board within seven days of the receipt of the request.
- d. In the absence of the Dean and the Vice Dean, the Dean shall nominate a Head of Department in the Faculty to chair a meeting of the Board.
- e. The quorum for a meeting of a Faculty Board shall be half of the total membership.

**Statute 30: Powers and Functions of Faculty/School Boards**

Subject to the Act, Statutes and resolutions of the Academic Board, the powers and functions of each Faculty Board shall include the following:

- i. Determine all matters relating to teaching and research in the Faculty.
- ii. Determine, subject to the approval of the Academic Board, the scheme of instruction and the regulations and syllabuses for examinations in the subjects of the Faculty.
- iii. Determine all matters relating to the progress of students following schemes of instruction, study and research within the Faculty and keep appropriate records of them.
- iv. Ensure the provision of adequate instruction and facilities for research in the subjects assigned to the Faculty and co-ordinate the teaching and research programmes of the Departments of the Faculty.
- v. Conduct examinations.
- vi. Recommend External Examiners to the Academic Board for appointment.
- vii. Make recommendations to the Academic Board for the award of Degrees (other than Honorary Degrees), Diplomas, Certificates, Fellowships, Studentship, Scholarships, Prizes and other academic distinctions within the Faculty.
- viii. Submit proposals to the Academic Board for academic development within the Faculty.
- ix. Discuss any matter relating to the work of the Faculty and express an opinion if it so desires, to the Academic Board.
- x. Deal with and, if requested, report on any matter referred to it by the Academic Board.
- xi. Appoint such sub-Committees as it may deem fit in the discharge of its functions.
- xii. Appoint Examiners of the Faculty Board to constitute the Board of Examiners of the Faculty.

**Statute 31: Heads of Department**

- a. Each Department shall have an appointed Head of Department. Such appointment shall be made by the Vice-Chancellor on the recommendation of the Dean who shall consult the members of the Department.
- b. A Head of Department of Professorial Status shall hold office for three years at a time. If the Head of Department is not of Professorial Status s/he shall hold office as Acting Head for one year at a time.
- c. The Head of Department shall be eligible for re-appointment for a maximum of six years in the case of Professors and two years in the case of Acting Heads.
- d. It shall be the responsibility of the Head of Department, with the approval of the Faculty Board, to organize teaching programmes, maintain acceptable standards of teaching, and ensure that facilities are available for research in his/her respective discipline.
- e. S/he shall, in consultation with members of the Department, be responsible for recommending to the Faculty Board the development of syllabuses and courses as well as promotion of research in the Department.
- f. S/he shall have direct responsibility for departmental administration, recommendations for the appointment and promotion of staff, and, subject to these Statutes, for maintenance of discipline.
- g. S/he shall liaise with other departments, professional institutions, associations and similar bodies on matters affecting the Department.
- h. S/he shall consult with the Dean in all matters affecting the Department and the Faculty.

**Statute 32: Departmental Boards**

- a. Each Department shall have a Departmental Board comprising all Senior Members.
- b. It shall convene meetings at least three times every semester to consider general organization and regulation of courses and research.
- c. It shall co-operate with the Faculty Board in all matters affecting the Department and Faculty.
- d. The quorum for the transaction of any business of the Departmental Board shall not be less than half of the total number of members.

**Statute 33: Convocation**

- a. There shall be a Convocation of the University, the composition of which is as shown in Schedule E to these Statutes.
- b. A register containing the names of all persons who are members of Convocation as prescribed above shall be kept by the Registrar of the University who shall give prescriptive evidence that a person whose name appears in it is a member of Convocation, and is entitled to vote at Convocation, unless s/he is not qualified by reason of clause (i) of this Statute.
- c. Convocation shall meet in regular sessions at least once a semester and at such times as the Moderator shall determine. At the meeting of the Second Semester, Convocation shall receive a report from the Vice-Chancellor on the state of the University and plans for its future.
- d. Upon a request in writing of not less than twenty members of Convocation stating the purpose for which the meeting is to be called, the Moderator shall, within seven days, summon an extraordinary meeting of Convocation, and the notice summoning the meeting shall specify the business to be considered.
- e. Copies of the Vice-Chancellor's report to Convocation shall be deposited in the University Library, in the Offices of Deans, Faculties, Directors, and in the Office of the Registrar for reference.

- f. Convocation shall:
  - i. Appoint scrutineers for any statutory election.
  - ii. Express its opinion on any matters affecting the University and petition the Council and/ or the Academic Board to reconsider any matter that in its opinion affects the welfare of the University.
  - iii. Receive an Annual Report from the Vice-Chancellor on the state of the University.
- g. Decisions of Convocation shall be arrived at normally by consensus. Where it becomes necessary for Convocation to vote on any issue, voting shall be by secret ballot.

**Status 34: Matriculation**

- a. A person enrolling in the University for the first time shall be matriculated.
- b. A person shall not matriculate into the University unless s/he has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
- c. The Academic Board shall determine the manner of matriculation into the University.

**Statute 35: Congregation**

- a. There shall be a Congregation of the University which shall be composed of the following:
  - The Chancellor
  - Members of Council
  - Members of Convocation
  - All graduands of the University.
- b. The Congregation of the University shall be for the purpose of receiving reports, witnessing the ceremony for awarding degrees, diplomas and certificates of the University, and for any other purposes determined by the Chancellor.
- c. A Congregation for the conferment of regular degrees shall be presided over by the Chancellor, and shall be convened at least once every year at the time and place determined by the Chancellor in consultation with the Vice-Chancellor and the Council.
- d. The procedure for the presentation of graduands and for the conferment of degrees and any other matters relating to the Congregation shall be determined by the Academic Board.

**Statute 36: Discipline in the University**

- a. The Vice-Chancellor shall be responsible for discipline within the University and in this connection shall act in accordance with rules formulated by Council.
- b. The Vice-Chancellor may delegate any part of his/her authority in respect of discipline as shall seem to him/her appropriate.
- c. The following are the penalties that may be imposed for breaches of discipline:
  - i. Dismissal
  - ii. Termination of appointment
  - iii. Suspension for a stated period without pay
  - iv. Reduction in rank or grade
  - v. Interdiction
  - vi. Stoppage of increment
  - vii. Forfeiture of pay for a stated period
  - viii. Withholding of increment
  - ix. Reprimand
  - x. Warning.
- d. For the purpose of these Statutes, penalties (a-h) shall be treated as major penalties which shall be imposed only by the Vice-Chancellor in consultation with Council. This applies only in the case of Senior Members. For non-Senior Members the Vice-Chancellor shall be responsible for administering both major and minor penalties.

- e. Any person affected by any decisions of the Vice-Chancellor or the person or body to whom s/he has delegated authority shall have the right of appeal as prescribed by the rules.

**Statute 37: Terms of Appointment of Senior Members**

- a. A Senior Member shall conform to such rules and regulations as have been or shall be given and adopted by the Academic Board and approved by Council or the Faculty Board as the case may be, as to his/her duties, the number of courses and lectures to be delivered and the time at which such courses shall begin and over which period they shall extend.
- b. A Senior Member shall give to the work of the Department to which s/he is attached and to its extension and development as well as to the general interests of the University such time and labour as shall be considered sufficient by the Vice-Chancellor or the Head of Department.
- c. A Senior Member shall not undertake or continue other work or occupation of any kind which may in the opinion of the Vice-Chancellor or the Head of Department interfere with the proper performance of his/her duties or be detrimental to the interest of the University.
- d. The emoluments on which any Senior Member is appointed include the remuneration and payments for all services and duties performed or rendered within or on behalf of the University by him/her. However, any additional remuneration may be determined and approved by Council from time to time.
- e. A Senior Member wishing to have his/her appointment renewed shall notify the Registrar in writing at least six months before the expiry of his/her contract.
- f. Private work and consultancy services may be undertaken provided that prior approval has been obtained and preferably the programmes are integrated into the research and teaching programmes of the various Faculties and regulated and controlled to ensure that there is no conflict between the private interests of a Senior Member and his/her official duties.
- g. Where abuse of this facility is proved, appropriate disciplinary action, including possible withdrawal of the facility, shall be taken by the Vice-Chancellor.
- h. When the services referred to in clause (vi) above are undertaken by individuals or groups, the University shall determine and levy a percentage of the total earnings with the approval of Council.

**Statute 38: Resignation, Retirement and Termination of Appointment of Senior Members**

- a. Except as may otherwise be provided by Council, a Senior Member may resign his/her appointment and thereby terminate his/her engagement with the University on giving notice in writing under his/her signature to the Vice-Chancellor, at least six calendar months prior to the effective date of his/her resignation.
- b. Except as may otherwise be provided in special cases by Council, a Senior Member appointed to a full-time position in the University on a renewable contract or till retirement, shall retire from his/her appointment and all other offices held by him/her in the University by virtue of his/her appointment at the end of the academic year following the date on which s/he attains the retiring age as specified by the University.
- c. Council may terminate the appointment of any Senior Member of the University by giving six months notice of termination of appointment. The person shall have the right to appeal within one month of notice. In lieu of this, the Senior Member shall forfeit six (6) months salary.
- d. Where a person appeals against a notice of termination of his/her appointment, Council shall consider the appeal at least two months before the date on which the termination is due to take effect, and Council's decision shall be final.



**Statute 39: Student Representative Council/Graduate Student Representative Council**

- a. In pursuance of Section 26 of the Act, there shall be a Student Representative Council (SRC) and a Graduate Students Association of Ghana (GRASSAG), elected by and representing the Junior Members of the University. The membership of the SRC/GRASSAG is as set out in these Statutes.
- b. The SRC/GRASSAG shall be the official organ of the Junior Members of this University and shall be responsible for the following:
  - i. Promoting the general welfare and interests of students, co-coordinating the social, cultural, intellectual and recreational activities of the students in the University.
  - ii. Presenting the views of the students of the University to the appropriate body or bodies depending upon the nature of the matter. The SRC/GRASSAG shall have the right to appeal to the Academic Board and ultimately to Council whose decision shall be final.
  - iii. Establishing links and maintaining cordial relationships with students of other Universities, educational and voluntary institutions within and outside Ghana.
  - iv. Nominating student representatives to serve on appropriate University bodies and Committees and probing or managing the affairs of the students of the University. Any student is eligible to serve on any of the Committees.
  - v. Promoting cordial relationship among all sections of the University community and maintaining good relationship with past students of the University, and
  - vi. Publishing a record of student activities.
- c. The executive membership of the SRC/GRASSAG shall consist of the President, Secretary, Treasurer, General Secretary of the Sports Union, and Hall Representatives.
- d. Quorum shall be not less than half of the membership, including the President or the Secretary.

**Statute 40: Regulations**

- a. The Academic Board and Convocation respectively may make regulations for their own procedures and for the exercise of their respective powers under the Act and/or these Statutes, subject to the approval of Council.
- b. The Academic Board or Convocation shall not make or ratify any regulation alter, revoke or add to the regulations on a temporary basis except at an ordinary meeting of the Academic Board or Convocation and provided that notice of the proposed regulations has been given on the agenda of such meeting.
- c. Each Committee and each Faculty Board may from time to time, subject in each case to review by the Academic Board as the case may be, make regulations for its own procedures and for the exercise of the powers by these Statutes assigned to it or delegated to it by or under any regulation of the Academic Board.
- d. The Council, the Academic Board and Convocation respectively shall, in approving, ratifying, making, altering or revoking regulations, observe the following:
  - i. No regulation shall be repugnant to the Act or the Statutes of the University currently in force.
  - ii. No person shall be awarded a degree, diploma or certificate without an appropriate examination or other assessment as laid down in the prescribed regulations.
- e. If any doubt arises as to the validity of any regulation made by the Academic Board, Convocation, any Committee or Board, the matter shall be referred to Council, and the decision thereon shall be final.

**Statute 41: Appointments by the Vice-Chancellor**

- a. The Vice-Chancellor shall appoint all employees of the University other than Senior Members.
- b. The Vice-Chancellor may, however, delegate to the Registrar or to any other officer of the University or any Board the power to make appointments.
- c. The conditions of service of the employees of the University shall be determined by Council.

**Statute 42: Examinations**

- a. The Academic Board shall prescribe the University's entry requirements and the regulations governing examinations for degrees, diplomas and certificates.
- b. The Academic Board may approve the examinations for any degree, diploma certificate or part thereof and for other purposes, courses of instruction and syllabuses submitted by any Faculty or Departmental Board.
- c. The Board of Examiners for all prescribed examinations shall be approved by the Academic Board, upon recommendation of the respective Faculty Boards.
- d. The Dean shall be Chairperson of the Board of Examiners of each Faculty.
- e. Examination regulations shall be in accordance with Schedule I to these Statutes.

**Statute 43: Dean of Student Affairs**

- a. There shall be appointed a Dean of Student Affairs of Professorial Status for the University.
- b. There shall be a Vice-Dean on all the three Campuses.
- c. The Dean of Student Affairs shall be appointed by the Vice-Chancellor for a term of three years and may be reappointed for a further final term of three years.
- d. The Dean shall
  - i. have responsibility for all non-academic and welfare matters of students
  - ii. foster the development of the appropriate culture and ethics among students.

**Statute 44: Affiliation and Recognition of Colleges and Institutions**

- a. The University may admit to affiliation with it or to any of its privileges a College or an Institution or the members or students of the College or Institution in the manner and on the terms and conditions determined by Council.
- b. The University may at any time terminate or modify the terms of the affiliation, granting of privilege or recognition.
- c. Although a subject may not be taught in the University, the University may recognize a College or an Institution in which the subject is taught and recognize the subject as a subject for degrees in the University.
- d. The Registrar shall maintain a register of the affiliated Colleges and Institutions and shall submit an annual report to Council on affiliated Colleges and institutions.

**Statute 45: Amendments to Statutes**

- a. The Academic Board may recommend to Council any amendments to the Statutes.
- b. Any proposal for amendments to the Statutes shall be by the Academic Board at a special meeting to be convened at the instance of the Vice-Chancellor or one-third of the total number of members of the Academic Board.
- c. The quorum for the transaction of any business of the special meeting mentioned above shall be two-thirds of the total number of the members of the Board.
- d. No amendments shall be valid unless adopted by an affirmative vote of two-thirds of the total membership of the Board.

- e. Prior to the date of the meeting, each member shall be given seven clear days notice clearly setting out the specific subject matter of the proposed amendments and the particular feature of the Statutes to which they relate.

**Statute 46: Miscellaneous Provisions**

- a. Unless otherwise provided by these Statutes or Regulations adopted pursuant thereto or the Schedules appended hereto, the quorum for the transaction of business of any University body shall be not less than one-half of the total membership, or if such half is not a whole number, then the next higher whole number. If any Committee cannot raise a quorum for two successive meetings, the Chairman shall consult the Executive Committee of the Academic Board for a variation in quorum.
- b. No decision reached at a meeting of any University Statutory body shall be valid unless it is taken in the presence of the prescribed quorum. If there is an equality of votes in respect of any decision reached at any meeting of any University Statutory Body, the Chairman of the meeting shall have, in addition to his original vote, a casting vote.
- c. Subject to such regulations as may be made under these Statutes, any question(s) as to the procedure to be observed in respect of any matter arising at a meeting of any University Statutory Body shall be determined by the Chairman of such meeting.

**Statute 47: Amendments to Schedules**

The Academic Board may recommend to the University Council to amendment of the Schedules to the Statutes.

**Statute 48: Transitional Provisions**

- a. These Statutes shall come into force on an appointed day.
- b. The persons who immediately prior to the appointed day were respectively the Vice-Chancellor, the Pro Vice-Chancellor and the Registrar of the University shall continue to hold office for the periods under the terms and conditions under which they were appointed.
- c. The Academic Board, Convocation, Colleges, Faculties, Institutes and Schools and the respective Governing Boards as existing immediately prior to the commencement of these Statutes shall continue in existence as if constituted under these Statutes.
- d. For the purposes of the initial steps for giving effect to these Statutes, the following shall apply:
  - i. Where a superior body to be constituted under these Statutes cannot be constituted, the subordinate body which is required to elect, nominate, recommend or otherwise contribute to the constitution of the superior body shall be the corresponding body operating under the Statutes or the Regulations existing immediately prior to the appointed day; or where that body does not exist, then a temporary body shall be constituted by Academic Board for this purpose in the manner as near as possible to the procedure laid down in these Statutes.
  - ii. Where any other difficulty arises in the initial constitution of a body under these Statutes, or otherwise in the initial procedure, the Vice-Chancellor shall take the measures that are reasonably necessary in order to overcome the difficulty.
- e. The powers of each body existing in the University immediately prior to the appointed day which are transferred under these Statutes to any other body, shall continue in force until the other body has been duly constituted.
- f. The Bye-laws, Regulations and Standing Orders of the University existing immediately prior to the appointed day and not inconsistent with the Act or these Statutes shall remain in force until they are amended or repealed.
- g. If within twelve months after the appointed day, a Standing or any other Committee, Faculty or Board of a Faculty, or Board of an Institute or a School fails to make Regulations regarding a matter for which the Academic Board considers necessary that

Regulations are made; or if within that period any of these bodies have made Regulations which the Academic Board has refused to ratify, then the Academic Board shall make the Regulations that it considers necessary regarding that matter.

- h. A person who immediately prior to the appointed day held an academic appointment in the University shall continue to hold that appointment until, under these Statutes or by virtue of the terms of the appointment or recognition, that person ceases to hold that appointment.
- i. A provision of these Statutes does not prejudice the contractual rights and obligations or any other privilege of a person who immediately prior to the appointed day was a member of the administrative or teaching staff of the University.



## SCHEDULE A

### STATUTORY COMMITTEES OF COUNCIL

#### 1 Finance Committee

##### **Membership**

Chairman of Council – Chairperson  
Vice-Chancellor  
Pro Vice-Chancellor  
Principals of Colleges of the University  
Two members of Council not in the employment of the University  
Three members of the Academic Board elected from its membership  
Librarian

##### **In Attendance**

Finance Officer  
Registrar - Secretary  
Internal Auditor

##### **Quorum**

Half the membership, including either the Chairman of Council or a Government nominee and Vice-Chancellor or Pro Vice-Chancellor  
In the absence of the Chairman, a Government nominee shall preside.

#### 2. Development Committee

##### **Membership**

Vice-Chancellor – Chairperson  
Pro Vice-Chancellor  
Principals of Colleges of the University  
Two members of Council not in the employment of the University  
Three persons elected by the Academic Board from its membership

##### **In Attendance**

Registrar - Secretary  
Director of Development  
Finance Officer  
Estate Officer

##### **Quorum**

Not less than half the membership, including either the Vice-Chancellor or a member of Council  
In the absence of the Vice-Chancellor, the Pro Vice-Chancellor shall preside.

#### 3. University Tender Committee

##### **Membership**

Chairman of Council – Chairperson  
Registrar  
Finance Officer  
A Lawyer appointed by the Council  
One Member nominated by the Development Committee  
One Member appointed by the Ministry of Education  
One Member appointed by the National Council for Tertiary Education (NCTE)  
One Representative of the Student Representative Council (SRC)  
One Representative of an Association of University Teachers

##### **In attendance**

Vice-Chancellor  
Director of Development

**Quorum**

Five Members

**4. Appointments and Promotions Board for Senior Members****Membership**

The Vice-Chancellor – Chairperson

The Pro Vice-Chancellor

Principals of Colleges of the University

Three persons of Professorial rank elected by the Academic Board to represent the following groups:

- a. Faculty of Languages Education  
Faculty of Social Sciences Education  
School of Creative Arts
  - b. Faculty of Educational Studies
  - c. Faculty of Science  
College of Technology Education  
College of Agriculture Education
- Registrar – Secretary

**In Attendance**

Dean of the Faculty to which the appointment/promotion is being made

Head of the Department to which the appointment/promotion is being made

Head of a cognate Department as defined by the Academic Board

Co-opted persons from outside the University where necessary.

**Quorum**

Five members.

**Rules and Procedures**

- i. No business shall be conducted in the absence of the Vice-Chancellor or Pro Vice-Chancellor
- ii. The Vice-Chancellor shall be present for appointments or promotions to Associate Professor or Professor and equivalent grades.
- iii. The Board shall review applications received in the light of the following:
  - Applicant's formal qualifications, experience and age
  - Status of contract (short-term, long-term, post-retirement, etc.)
  - Recommendations of the Faculty/Registry
  - Report(s) of External Assessors
- iv. Appointment/Promotion shall be made to a named department or departments.
- v. Proceedings of the Appointments and Promotions Board shall be kept in the form of Minutes on general policy matters and Minutes of individual appointments
- vi. Minutes on general policy matters shall be sent to all Deans/Directors, Heads of Department and other members of the Academic Board.
- vii. Relevant extracts from the Minutes in respect of individual appointments shall be made available only by the Vice-Chancellor to competent authorities if required.
- viii. All documents in the appointment process and all discussions at the Appointments Board shall be confidential.
- ix. The Registrar shall communicate the decision of the Appointments and Promotions Board to the applicant within four weeks, and in the case of appointments requiring prior approval by the University Council, within two weeks after such approval.
- x. The Appointments and Promotions Board may, on application, review its own decisions affecting appointment/promotion. For this purpose, the full membership of the Appointments and Promotions Board shall be present.
- xi. Appeals shall lie from the Appointments and Promotions Board to the University Council. In considering such appeals, Council may be assisted by an expert appointed by Council.

**5. Professional Advisory Committee**

- i. Without prejudice to Subsection (2) of Act 672 Section 5, there is hereby established a Committee of the University Council to be known as the Professional Advisory Committee.
- ii. The Professional Advisory Committee shall be a technical committee of the University Council and shall consist of a Chairman who shall be a member of the University Council, and not more than four other persons
- iii. The members of the Professional Advisory Committee shall be appointed by the Council on the recommendation of the Secretary and shall be persons with expertise in Teacher Education.
- iv. The functions of the Professional Advisory Committee are the following:
  - a. Review the programmes of study instituted by the University for the education of teachers and other professional educators and advise the University Council on the programmes.
  - b. Advise the University Council on the suitability and relevance of programmes of training of professional teachers for employment by the Ghana Education Service and other educational bodies in Ghana.
  - c. Monitor the professional standards of the University and advise the University Council on measures to maintain such standards, and
  - d. Generally advise and assist the University in the performance of its functions under this Act.

**6. Grant Steering Committee**

**Membership**

Vice-Chancellor, chairperson  
Pro Vice-Chancellor  
Principals of the colleges of the University  
Registrar  
Finance Officer  
Director, External Funds Office (EFPO)  
Coordinator, EFPO  
Internal Auditor  
Administrator, EFPO – Secretary

**Functions**

- a. To formulate policy on programmes and project management in the University.
- b. To supervise externally funded projects.
- c. To ensure that externally funded projects are executed on schedule.
- d. To ensure that contractual obligations in respect of projects are met.
- e. To organize progress and technical meetings.
- f. To resolve conflicts that may arise during implementation of externally funded projects.





## SCHEDULE B

### STANDING COMMITTEES OF THE ACADEMIC BOARD

<b>Committee</b>	<b>Membership</b>	<b>Functions</b>
<p><b>1. Executive Committee</b></p>	<p>Vice-Chancellor – Chairperson Pro Vice-Chancellor Principals of the Colleges of the University Deans Director of Institute, Institute of Educational Development and Extension (IEDE) Three Members elected by the Academic Board from its membership Librarian Registrar – Secretary</p>	<p>a. To serve as an advisory body to the Vice-Chancellor and provide oversight and co-ordination of the development and implementation of strategic initiatives as well as other efforts and projects designed to advance the goals of the University. b. To consider and develop appropriate processes and methods for actively engaging the Campuses in comprehensive, integrated and institution-wide strategic planning. c. To consider and develop strategies and recommendations for identifying, developing and implementing strategic goals. d. To identify the principles for resource allocation and management of Campuses. e. To monitor progress in achieving and realizing strategic objectives.</p>
<p><b>2. Board of School of Research and Graduate Studies</b></p>	<p>Dean – Chairperson Director of Research Principals of the Colleges of the University Deans of Academic Faculties Director, IEDE One Representative of each Faculty not below Professorial rank (elected by each Faculty) Two Professors (elected by the Academic Board from its membership) Librarian Faculty Officer – Secretary</p>	<p>a. To formulate rules and regulations for the conduct of higher degrees and graduate diplomas. b. To receive and approve graduate programmes submitted by Faculty Graduate Committees. c. To approve admission of candidates for graduate studies. d. To approve results of higher degrees and graduate diploma examinations and recommend same to the Academic Board for the award of degrees and diplomas. e. To liaise with the International Relations Office to establish academic linkages with institutions of higher learning. f. To organize workshops on research skills and proposal writing for Senior members and graduate students. g. To liaise with Faculty/Departments in the promotion of inter-faculty research. h. To keep a register of national and international research funding agencies. i. To source funding for research.</p>
<p><b>3. Academic Planning Committee</b></p>	<p>Pro Vice-Chancellor – Chairperson Librarian Deans of Academic Faculties Director, IEDE Principals of Colleges of the University One Member elected by each Faculty</p> <p><b>In Attendance</b> Planning Officer Registrar Deputy Registrar (Academic)</p>	<p>a. To provide direction and support for academic units with regard to academic planning and documentation of programme effectiveness. b. To maintain guidelines and standards for academic planning and assessment. c. To review and recommend new academic plans and new assessment systems to Academic Board as appropriate.</p>

<b>4. Research, Conferences and Scholarships Committee</b>	Vice-Chancellor – Chairperson Pro Vice-Chancellor Principals of Colleges of the University Two Members elected by the Academic Board from its membership Deans Director, IEDE Registrar	a. To examine and take appropriate action on grants for research and conferences as may be approved by the Academic Board from time to time. b. To consider research proposals, approve and disburse funds allocated for the purpose. c. To receive and study applications, and recommend the granting of scholarships to appropriate persons. d. To support funding for in-service training, research and conferences.
<b>5. Library Committee</b>	Pro Vice-Chancellor – Chairperson Principals of Colleges of the University Librarian Heads of College Libraries One Member elected by each Faculty Board Three Members of the SRC (one from each Campus) Deputy Librarian – Secretary	To formulate, direct and supervise library policy subject to the approval of the Academic Board.
<b>6. Joint Admissions Board</b>	Pro Vice-Chancellor - Chairperson Principals of Colleges of the University Deans of Faculty Director, IEDE Registrar	a. To approve selection of candidates recommended by Faculty Admissions Board b. To make recommendations to the Academic Board on admission policy.
<b>7. Publication Board</b>	Chairperson (elected by the Academic Board) University Editor (appointed by the Vice-Chancellor) One Representative (elected by each Faculty Board) One Representative from the Ghana Universities’ Press Librarian Bookshop Manager (non-voting member) Assistant Registrar, Publications - Secretary	a. To formulate policy on the University’s publications. b. To find assessors in consultation with Departments to evaluate documents for publication. c. To approve specific works for sponsorship or publication by the University. d. To administer funds provided for editing of the Vice-Chancellor’s Annual Report and any other official publications of the University.
<b>8. Finance and Development Planning Committee</b>	Vice-Chancellor – Chairperson Pro Vice-Chancellor Principals of Colleges of the University Deans Director, IEDE Planning Officer Librarian Director of Development Registrar Estate Officer Three Members (elected by the Academic Board) Finance Officer Director, Office for Institutional Advancement Internal Auditor	a. To administer the finances and property of the University. b. To prepare a yearly statement of the estimates and accounts of the University for the approval of the Academic Board. c. To formulate development policy. d. To supervise the non-recurrent development projects of the University. e. To supervise and advise on the expenditure of the University’s capital and development funds.

<b>9. Appointment and Promotions Committee for Senior/Junior Staff</b>	Pro Vice-Chancellor – Chairperson Principals of Colleges of the University Registrar Finance Officer One person (elected by the Academic Board) One External assessor (nominated by the Registrar) Head of the Department concerned	To make recommendations for the appointment and promotion of Senior and Junior Staff
<b>10. a. Procurement Committee (Central)</b>	Pro Vice-Chancellor - Chairperson Registrar Finance Officer Director of Development Three Members elected from the Academic Board Purchasing Officer – Secretary	To see to the day to day procurement needs of the various Sections of the University to the tune of GHc5,000.00 or as the law stipulates
<b>b. Procurement Committee (Colleges)</b>	Principal of the relevant College of the University - Chairperson Deans at the relevant College Deputy Finance Officer Deputy Registrar One Representative from each Faculty Board	To see to the day to day procurement needs of the various sections of the Colleges to the level of expenditure as stipulated by law.
<b>11. ICT Board</b>	Vice-Chancellor or his Representative – Chairperson One Representative of each Faculty One Representative of ICT Centre One Representative of IEDE Librarian Heads of Libraries of Colleges One Representative from the Board of the School of Research and Graduate Studies	<ul style="list-style-type: none"> <li>a. Carry out needs assessment.</li> <li>b. Oversee the organization and development of the ICT Centre.</li> <li>c. Implement ICT policy.</li> <li>d. Advise on training needs.</li> </ul>
<b>12. Student-Staff Consultative Committee</b>	Vice-Chancellor – Chairperson Pro Vice-Chancellor Principals of Colleges of the University Registrar Finance Officer Librarian Internal Auditor Deans Directors, IEDE Deputy Registrar (Academic) Executive of SRC	To receive reports from the Faculty/Departmental Staff and Student Consultative Committees, and make appropriate recommendations to the Academic Board.
<b>13. Housing Committee</b>	Pro Vice-Chancellor - Chairperson One Representative of Estate Management Committee Four Members (elected by the Academic Board) One Representative of FUSSAG Estate Officer One Member of GAUA	<ul style="list-style-type: none"> <li>a. To carry out needs assessment.</li> <li>b. To identify and allocate houses to staff.</li> <li>c. To review the housing/accommodation policy and procedures of the University.</li> </ul>

<b>14. Estate Management Committee</b>	<p>Chairperson (elected by the Academic Board)            Director of Development            Dean of Student Affairs            Estate Officer            Works/Maintenance Engineer            Five Members (elected by the Academic Board)</p>	<p>To oversee the running of the University Estate (buildings and grounds) and carry out other functions assigned to it by the Development Committee.</p>
	<p><b>In Attendance</b>            Finance Officer            Curator            Chief Security Officer            Chief Health Superintendent</p>	
<b>15. Security and Safety Committee</b>	<p>Chairperson (elected by the Academic Board)            Three Senior Members (elected by Convocation)            One Representative (elected by FUSSAG)            One Representative (elected by TEWU)            One Representative (elected by the SRC)            One Representative of the Fire Service            Chief Security Officer (non-voting)</p>	<p>a. To carry out needs assessment.            b. To recommend security and safety measures to the Academic Board.            c. To be responsible for all security and safety matters of the University.</p>
<b>16. Health and Sanitation Committee</b>	<p>Chairperson (appointed by the Vice-Chancellor)            Dean of Student Affairs            Two Members (elected by the Academic Board)            One Audiologist            One Member of GAUA            Two Members of FUSSAG            One Member of TEWU            One Member of SRC            Head of the University Clinic            Curator            Director of Health Services            Hall Managers</p>	<p>a. To carry out needs assessment.            b. To advise the Academic Board on matters relating to the health of staff, students and food vendors on Campus.            c. To recommend to the Academic Board appropriate measures on sanitation at all University premises.            d. To ensure the implementation of decisions on health and sanitation matters in the University.</p>
<b>17. Residential Management Committee</b>	<p>Dean of Student Affairs – Chairperson            Director of Development            Two Members (elected by Academic Board)            Hall Managers            Two SRC Representatives            Hall Presidents            One Representative of Hostel Operators</p>	<p>a. To monitor and ensure the effective operation of the Hall Management system of the University.            b. To ensure adequate supervision and welfare of students.            c. To advise Academic Board on matters relating to the conduct of Junior Members in the Halls of Residence.</p>
<b>18. Schools Management Committee</b>	<p>Chairperson (elected by Academic Board)            District Director of Ghana Education Service (GES)            One Representative of UTAG            One Representative of GAUA            One Representative of TEWU            Heads of University Practice Schools</p>	<p>a. To formulate policy on admission into the Practice Schools            b. To liaise with Director Basic Schools on school management issues emanating from the GES            c. To initiate development projects in the schools            d. To assist the University in getting support for the development of the schools            e. To perform such other functions as may be assigned to it by the Academic Board.</p>

<b>19. Farm Management Committee (Winneba)</b>	<p>Chairman (appointed by the Vice-Chancellor)            Finance Officer or his Representative            Farm Manager            Two Members (elected by the Academic Board)            One Representative of College of Agriculture Education            Assistant Registrar, Human Resources            One Representative from the Veterinary Services</p>	<p>a. To see the efficient running of the University Farm.            b. To make recommendations on policy matters to the Academic Board.</p>
<b>20. Transport Committee</b>	<p>Pro Vice-Chancellor – Chairperson            Registrar            Finance Officer            Transport Officer            A Representative of the Internal Auditor            One Representative (elected by each Faculty Board)            One Representative from IEDE            One Representative (elected by FUSSAG)            One Representative (elected by TEWU)</p>	<p>a. To undertake needs assessment.            b. To recommend to the Academic Board policy guidelines for operating an efficient transportation system.            c. To monitor and ensure the implementation of the transportation policy.</p>
<b>21. Staff Development Committee</b>	<p>Registrar – Chairperson            Finance Officer            Librarian            Deputy Registrar (Human Resource)            Assistant Registrar (Human Resource)</p>	<p>a. To identify training and development programmes for non-teaching staff.            b. To determine the number of employees to be sponsored every year on professional programmes.            c. To ensure availability of financial resources for such programmes.</p>
<b>22. Amalgamated Sports Club</b>	<p>Chairperson (appointed by Academic Board)            Two Senior Members (elected by Convocation)            Two Representatives (elected by FUSSAG)            Two Representatives (elected by TEWU)            Two Students (Elected by Sports Union)            One Representative (elected by HPERS)            Chief Sports Coach (non-voting)            SRC General Sports Organizer            An Accounts Officer (designated by the Finance Officer)            Assistant Registrar (Student Affairs)</p>	<p>a. To oversee sports and recreational activities of both staff and students.            b. To advise the Finance Committee on provision of needed facilities for sports and recreation.</p>
<b>23. Administrative Committee</b>	<p>Vice-Chancellor - Chairperson            Pro Vice-Chancellor            Registrar            Finance Officer            Librarian            Director, IEDE            Deans (Winneba)            Deputy Registrar (Operations)            Deputy Finance Officer            Director of Development            Internal Auditor            Deputy Registrar (Human Resource)            Deputy Registrar (Academic)            Planning Officer            Estate Officer            Coordinator (ICT)</p>	<p>To serve as an advisory body to Management.</p>



**SCHEDULE C****STRUCTURE OF FACULTIES, SCHOOLS AND DEPARTMENTS****WINNEBA CAMPUS**

<b>Faculties/Schools</b>	<b>Departments</b>
<b>Faculty of Languages</b>	Department of English Education Department of French Education Department of Applied Linguistics Department of Akan-Nzema Department of GaDangme Department of Ewe Department of Gur-Gonja
<b>School of Creative Arts</b>	Department of Art Education Department of Music Education Department of Performing Arts Education
<b>Faculty of Educational Studies</b>	Department of Psychology and Education: (Attached Units: Educational Resource Centre, Guidance and Counseling Unit) Department of Special Education (Attached Unit: Centre for Hearing and Speech Services) Department of Early Childhood Care and Development Department of Basic Education Centre for Educational Policy Studies
<b>Faculty of Science Education</b>	Department of Biological Science Education Department of Physical Science Education Department of Integrated Science Education Department of Mathematics Education Department of Home Economics Education Department of HPERs
<b>Faculty of Social Sciences Education</b>	Department of Social Science Education Department of Social Studies Education Liberal and African Studies Unit
<b>Institute for Educational Development &amp; Extension (IEDE)</b>	Centre for Distance Education Centre for Teacher Development and Action Research Centre for Continuing Education

**KUMASI CAMPUS (COLLEGE OF TECHNOLOGY EDUCATION)**

<b>Faculty of Business Education</b>	Department of Management Studies Education Department of Accounting Education
<b>Faculty of Technical and Vocational Education</b>	Department of Design and Technology Education Department of Vocational and Technical Education Department of Information Communication and Technology Education Centre for Interdisciplinary Studies



**MAMPONG CAMPUS (COLLEGE OF AGRICULTURE EDUCATION)**

**Faculty of Agriculture  
Education**

Department of Agricultural Economics and Extension Education  
Department of Animal Science Education  
Department of Agricultural Engineering and Mechanization  
Education  
Department of Crop and Soil Science Education  
Department of Interdisciplinary Studies  
Department of Integrated and Environmental Science  
Education

## SCHEDULE D

### STRUCTURE OF INSTITUTES AND CENTRES

#### 1. Institute for Educational Development and Extension (IEDE)

IEDE is organized into **three** Centres:

- Centre for Distance Education (CDE)
- Centre for Teacher Development and Action Research (CETDAR)
- Centre for Continuing Education (CCE)

#### Functions

The functions of the Centres are as follows:

- **Centre for Distance Education**  
Develops and provides Distance Education programmes.
- **Centre for Teacher Development and Action Research**  
Co-ordinates partnership and mentoring programmes between teachers in local schools, student-teachers and the University.  
Promotes and conducts action research in Basic and Teacher Education.
- **Centre for Continuing Education**  
Co-ordinates and organizes in-service training for Senior Members and other staff of the University, as well as practicing teachers of the Ghana Education Service.  
Co-ordinates and monitors the introduction of Health Education in Basic Education Schools and the communities through the Child-to-Child Scope Programme.

#### Advisory Board

##### Membership

Vice-Chancellor - Chairperson

Director, IEDE

Dean, Faculty of Education, University of Cape Coast (UCC)

Director, Teacher Education Division, Ghana Education Service (GES)

Director, Basic Education Division, Ghana Education Service (GES)

Director, Secondary Education, Ghana Education Service (GES)

Director, Technical Education, Ghana Education Service (GES)

One Representative of the Ghana National Association of Teachers (GNAT)

National Coordinator, Distance Education Programme

One Representative of Conference of Heads of Assisted Secondary Schools (CHASS)

One Representative from the Conference of Principals of Teacher Training Colleges in Ghana

One Member elected by the Academic Board

Dean, Faculty of Educational Studies, University of Education, Winneba (UEW)

#### 2. Centre for Educational Policy Studies (CEPS)

#### Functions

- Serves as a research and training Centre for Educational Policy, Administration and Management
- Undertakes comparative study of educational policy in Ghana and other countries
- Investigates the effects of current policies on education delivery at basic and second-cycle schools and other pre-tertiary institutions
- Offers appropriate recommendations to Government
- Establishes links with higher institutions engaged in Teacher Education both in Ghana and abroad.

#### Advisory Board

##### Membership

Vice-Chancellor - Chairperson

One Representative from the Ministry of Education

One Representative from Ghana Education Service Council

The Director of CEPS

Dean, Faculty of Educational Studies

One Representative from CHASS  
 One Representative from the Conference of Principals of Teacher Training Colleges in Ghana  
 Head, Department of Psychology and Education  
 Director General of Ghana Education Service or his Representative

**3 Centre for School and Community Science and Technology Studies (SACOST)**

**Functions**

- Develops research that links School Science and Technology with community and workplace and publishes results in this area.
- Documents and analyses Science and Technology concepts and processes in indigenous, formal manufacturing, and informal activities in the community.
- Analyses and co-ordinates work by other researchers in linking School Science and Technology with activity in the community and workplace throughout Africa.
- Acts as a reference point for researchers and policy makers throughout Africa and the world.
- Develops multimedia teaching and learning materials/approaches that link School and Community Science and Technology.
- Generates funds for the activities of the Centre.

**Advisory Board**

**Membership**

Vice-Chancellor - Chairperson  
 Director of SACOST  
 One Representative of Ghana Education Service  
 One Representative of Ministry of Environment and Science  
 One Representative of Non-Formal Education, GES  
 One Representative of Ministry of Trade and Industries  
 One Representative of National Board for Small Scale Industries (NBSSI)  
 One Representative of Association of Ghana Industries (AGI)  
 One Representative of the University of Ghana  
 One Representative of the University of Cape Coast  
 One Representative of the University for Development Studies  
 One Representative of Kwame Nkrumah University of Science and Technology  
 One Representative of the University of Education, Winneba  
 One Representative of the National Media Commission  
 Director of Curriculum and Research Development Division of GES  
 Programme Coordinator - Secretary

## **SCHEDULE E**

### **COMPOSITION OF CONVOCATION**

#### **Membership**

Vice-Chancellor

Pro Vice-Chancellor

Principals, Registrar, Librarian, Finance Officer, Internal Auditor, Professors, Associate Professors

Senior Lecturers, Lecturers, Research Fellows, Research Associates

Deputy Registrars, Deputy Librarians, Deputy Auditors, Deputy Finance Officers,

Senior Assistant Registrars, Assistant Registrars, Senior Librarians, Assistant Librarians

Senior Assistant Auditors, Assistant Auditors

Accountants, Assistant Lecturers

Any other person holding an office in the University who is approved by the Academic Board for membership

Registrar - Moderator



## **SCHEDULE F**

### **APPOINTMENT OF DEANS AND VICE-DEANS OF FACULTIES/SCHOOLS**

Deans and Vice-Deans shall be appointed based on the recommendations of the Appointments and Promotions Board to Council.



## SCHEDULE G

### DISCIPLINARY RULES (AS OUTLINED UNDER STATUTE 36)

The following shall be referred to as the Disciplinary Rules and, except as otherwise provided, shall apply to all staff of the University.

1. Any act done without reasonable excuse by a person to whom these rules apply which amounts to a failure to perform in a proper manner any duty imposed on him as such, or which contravenes any regulations, instructions or directives relating to employees of the University or which is otherwise prejudicial to the efficient functioning of the University or tends to bring the University into disrepute shall constitute a misconduct.
2. It is misconduct for an employee of the University to:
  - a. absent himself from duty without leave or reasonable excuse
  - b. be insubordinate
  - c. use, without the consent of the appropriate authority, any property or facility of the University for purposes not connected with the work of the University and/or not within his scope of responsibilities
  - d. engage in any activity which is likely to bring the University into disrepute
  - e. engage in any gainful employment outside the University without the consent of the Vice-Chancellor.
3. For breaches of any of the provisions of Rules 1 and 2, the penalties, as appropriate in Statute 36 may be imposed in any disciplinary proceedings.
4. Disciplinary proceedings involving the imposition of minor penalties shall be conducted summarily.
5. Where in the opinion of the Vice-Chancellor a major penalty should be imposed in any disciplinary proceedings, s/he shall appoint official(s) within the University above the rank of the person to be disciplined to conduct an enquiry into the charges and make appropriate recommendations to him/her.

In the case of Junior Staff, the Vice-Chancellor shall appoint an ad hoc committee on which a representative of the Junior Staff Association shall serve.

In the case of Senior Staff, the Vice-Chancellor shall appoint an ad hoc committee on which a representative of the Senior Staff Association shall serve.

In the case of Senior Members, the Vice-Chancellor shall refer the matter to the Disciplinary Board established under Rule 6 below, to conduct an enquiry into the charges and make appropriate recommendations to him/her.

6. There shall be established a Disciplinary Board composed of the Pro Vice-Chancellor as Chairperson and four members appointed by the Vice-Chancellor. The quorum for transaction of business shall be half the membership. The Board may at its discretion, invite any other person to be in attendance. In every case where a disciplinary enquiry is to be conducted under Rule 5 above, the person concerned shall be served with written charges and be given the opportunity to state the grounds on which he proposes to exculpate himself/herself. S/he shall also be entitled to be accompanied to the enquiry by a friend and to call witnesses on his behalf and to hear the evidence of any witnesses against him/her. If no reply is received within the time specified in the notice, the Disciplinary Board will proceed with its deliberation in his/her presence or absence. The provision above will apply in every case against any offender whether s/he is within or outside the country.
7. All members of the University adversely affected by any decision of the Vice-Chancellor shall be entitled to appeal, within seven days of notification to him/her of the decision, to Council whose decision shall be final.

In the case of minor penalties as defined by Statute 36, any aggrieved person adversely affected by a decision may within seven days, appeal to the Vice-Chancellor whose decision shall be final.



8. In all disciplinary proceedings which might result in the imposition of major penalties, except in the case of Junior /Senior Staff, the Vice-Chancellor may, on the advice of the Disciplinary Committee, interdict any persons affected until the final determination of the cases against them. During interdiction, a person may be paid two-thirds of his/her gross salary.
9. Notwithstanding the provisions of rule 2 above, any member of staff who absents himself /herself from duty without leave or reasonable cause shall not be entitled to his/her salary for the period that s/he stays away from duty. The non-payment of salary shall be without prejudice to any disciplinary action which may be taken against him/her.

Without prejudice to disciplinary proceedings in respect of any absence from duty without leave or reasonable cause for more than ten consecutive working days, a staff member may be regarded as having vacated his/her post without notice.

## SCHEDULE H

### 1. CRITERIA /PROCEDURES FOR APPOINTMENTS

#### A. Senior Members (Teaching)

##### 1.0 Rules and Conditions

- a Vacancies shall be announced by internal and/or external advertisement as appropriate.
- b Vacancies may be filled through:
  - Secondment from other Universities under a staff exchange scheme
  - Technical assistance
  - A recommendation by the Vice-Chancellor in consultation with the appropriate Dean, Director or Head of Department
  - Application by individuals on their own initiative.
- c All first appointments shall be by interview.

##### 1.1 Assistant Lecturer/Assistant Research Fellow

An applicant for the post of Assistant Lecturer or Assistant Research Fellow must have a first class first degree and or non researched Masters degree and must have registered for a researched higher degree or shall be expected to do so on appointment.

##### 1.2 Lecturer/Research Fellow

Training in research as evidenced by a higher researched degree shall be required for appointment to the position of a Lecturer/Research Fellow:

- Two referees will be required, one of whom must have been associated with the candidate's post-graduate studies.
- Appointment shall normally be for six years.
- Appointment shall be for a probationary period of two years.
- Appointment shall be reviewed before the end of the sixth year and may normally be renewed for not more than three more years. At the end of the ninth year the appointment shall be terminated unless the person can be promoted to a grade above that of Lecturer. In exceptional circumstances, the Appointments/Promotions Board may, on the recommendation of the Faculty Appointments Committee, extend the appointment for a further period not exceeding two years at the end of which the appointment shall be terminated unless the person can be promoted to a grade above that of Lecturer.

##### 1.3 Senior Lecturer/Senior Research Fellow

Appointment to the grade of Senior Lecturer/Senior Research Fellow shall be considered on the basis of significant performance in the following:

- Scholarship
- Research/Contribution to knowledge
- Teaching
- Academic leadership
- Inventiveness
- Extension work/service

Two external assessments shall be required.

##### 1.4 Associate Professor

Appointment to the grade of Associate Professor shall be on the basis of outstanding scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University, and development of the country.

Two external assessments shall be required.

**1.5 Professor**

Appointment to the grade of Professor shall be on the basis of internationally acknowledged scholarship in the candidate's field of teaching and research and contribution to the intellectual life of the University, and the development of the country.

Two external assessments shall be required.

**1.6 Visiting Scholar/Temporary Appointment**

In consultation with the relevant Dean and Head of Department, the Vice-Chancellor may, in urgent cases, approve a temporary appointment for a period of up to one year while an application for a regular appointment is being processed.

In consultation with the relevant Dean and Head of Department, the Vice-Chancellor may approve a period not exceeding one year for an applicant who does not propose to take up a regular appointment. The designation 'Visiting Scholar' shall apply to such an appointment.

Both appointments shall be reported to the Appointments and Promotions Board at its regular meeting.

**B. Senior Members (Non-Teaching)****1.0 Office of The Registrar**

All appointments to administrative positions shall be by interview.

**1.1 Assistant Registrar**

Candidates seeking appointment as Assistant Registrar must possess a Master's degree (M.Phil. M.A, M.Ed. etc.) or equivalent professional qualification. In addition, candidates must have acquired at least two years relevant experience.

**1.2 Senior Assistant Registrar**

Candidates seeking appointment as Senior Assistant Registrar must possess a Masters degree or equivalent professional qualification. In addition, candidates must have served as Assistant Registrar or equivalent grade in an analogous institution for a minimum of four years.

Two external assessors' reports on candidate's memoranda, reports, papers, or and publications will be required. Candidates must submit at least five of such documents.

**1.3 Deputy Registrar**

Candidates seeking appointment as Deputy Registrar must possess a Masters degree or equivalent professional qualification. In addition, they must have served as Senior Assistant Registrar or equivalent grade in an analogous institution for a minimum of five years.

Two external assessors shall be required, one of whom shall serve on the Interview Board. In addition, two external assessors' reports on candidate's documents will be required prior to interview. Candidate must submit at least seven of such papers.

There may be as many Deputy Registrars as necessary, some of whom may be appointed to the Satellite Campuses

**1.4 Registrar**

Appointment to the position shall proceed as provided for by the Statutes. Appointment shall be by tenure.

**2.0 Finance Office**

For appointment as a Senior Member in the Finance Section, candidates must satisfy the criteria defined below for the various grades.

**2.1 Accountant**

A candidate seeking appointment as Accountant must possess any of the following:

- a. A Masters degree in Accounting or Finance.

**OR**

- b. A first degree in addition to the final certificate of a recognized professional accounting body such as:

- Institute of Chartered Accountants (ICA)
- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)

**2.2 Senior Accountant**

A candidate seeking appointment as Senior Accountant must:

- a. Possess a Masters degree in Accounting or Finance with at least five years relevant post qualification experience and must be a member of a recognized professional accounting body.

**OR**

- b. Have served as an Accountant or its equivalent for a minimum period of four years in the service of a University or comparable organizations. In addition, he/she must possess the final certificate of a recognized professional accounting body or a higher degree in Accounting or Finance.

**2.3 Deputy Finance Officer**

A candidate seeking appointment as Deputy Finance Officer must

- a. be a member of a recognized professional accounting body

**AND**

- b. have served in the University or comparable organizations for a minimum of five years as Senior Accountant or served in a similar capacity in industry, commerce or public service.

Reports will be required from two External Assessors both of whom shall be invited to the Appointments and Promotions Board.

**2.4 Finance Officer**

The post of Finance Officer shall be filled as provided for by the Statutes. Appointment shall be by tenure.

**3.0 Internal Audit Department**

For appointment as a senior member in the Internal Audit Department, candidates must satisfy the criteria defined below for the various grades.

**3.1 Assistant Internal Auditor**

Candidates seeking appointment as Assistant Internal Auditor must have a good first degree in Accountancy (B.Com. or B.Sc. Admin., Accounting option) in addition to the following:

- a. Final Examination Certificate of the Institute of Chartered Accountants, Ghana or its equivalent in any of the following professional accountancy bodies:
  - Association of Chartered Certified Accountants (ACCA).
  - Chartered Institute of Management Accountants (CIMA)

**OR**

- b. Masters degree in Accounting or Finance with at least one year relevant experience in Auditing and or Accounting.

**3.2 Senior Assistant Internal Auditor**

Candidates seeking appointment as Senior Assistant Internal Auditor must

- a. possess a Masters degree in Accounting or Finance, with at least five years relevant post qualification experience;

**OR**

- b. be a member of a recognized professional accounting body such as
  - Institute of Chartered Accountants, Ghana (I.C.A.G.)
  - Association of Chartered Certified Accountants (ACCA)
  - Chartered Institute of Management Accountants (CIMA)

Candidates must have at least two years working experience in auditing or accounting

**OR**

- c. must have served as an Assistant Internal Auditor or Accountant for a minimum period of four years in the services of a University or a comparable organization.

**3.3 Deputy Internal Auditor**

Candidates seeking appointment as Deputy Internal Auditor must

- a. be a member of a recognized professional accounting body
- b. have served in a University or a comparable organization for a minimum of 5 years as Senior Assistant Internal Auditor or Senior Accountant

**OR**

- c. possess a minimum of 9 years relevant post-qualification experience in a firm, industry, commerce or public service. Reports will be required from two External Assessors who shall also be on the interview panel.

**3.4 Internal Auditor**

The post of Internal Auditor shall be filled by appointment only.

Candidates seeking appointment as Internal Auditor must

- a. be members of recognized professional accounting body, and
- b. have served in a University for a minimum of five years as Deputy Internal Auditor;

**OR**

- c. possess a minimum of ten years relevant post-qualification experience in a firm, industry, commerce or public service.

A Masters degree in Business Administration will be an added advantage.

Reports shall be required from 2 External Assessors who shall be invited to the Appointments and Promotions Board.

**4.0 Works and Physical Development Office**

For appointment as a senior member in the Development Office, candidates must satisfy the criteria defined below for the grade to which they are seeking appointment.

**4.1 Architect/Engineer/Quantity Surveyor****Qualification**

The basic requirements shall be the following in the relevant profession:

- B.Sc. Design with Post-Graduate Diploma in Architecture or its equivalent and membership of the Ghana Institute of Architects (GIA) or a recognised professional body
- B.Sc. Civil Engineering or its equivalent and membership of a recognised professional body
- B.Sc. Electrical Engineering or its equivalent and membership of a recognised professional body
- B.Sc. Building Technology or its equivalent and membership of a recognised professional body
- B.Sc. Mechanical Engineering or its equivalent and membership of a recognised professional body

Work Experience:

- a. Must have four years post-qualification experience in a reputable practising office in related professional field.
- b. Must have handled projects independently.

**4.2 Senior Architect/Senior Engineer/Senior Quantity Surveyor**

Candidate seeking appointment as Senior Architect/Senior Engineer/Senior Quantity Surveyor must in addition to the basic requirements in 4.1 above:

- a. be a member of a recognised professional body;
- b. have a minimum of six years post-qualification experience;
- c. have a minimum of five years experience as Architect/Engineer/quantity Surveyor in a reputable organisation;
- d. have handled various complex and live projects to completion.

**4.3 Deputy Director (Architect/Engineer/Quantity Surveyor)**

Candidates seeking appointment as Deputy Director (Architect/Engineer/ Quantity Surveyor) must satisfy the following requirements:

- a. Be a member of a recognised professional body;
- b. Have a minimum of 12 years post-qualification experience;
- c. have a minimum of five years experience as Senior Architect/ Senior Engineer/Senior Quantity Surveyor in a reputable practising office or in the profession;
- d. Have handled and completed live complex projects of considerable magnitude and value;
- e. Be capable of running an office and writing reports.

**4.4 Director of Works and Physical Development**

The post of Director of Works and Physical Development shall be filled by appointment only.

Candidates seeking appointment as Director of Works and Physical Development satisfy the following requirements:

- a. Be a member of a recognised professional body;
- b. Have a minimum of 15 years post-qualification experience;
- a. Have handled and completed various projects of considerable magnitude and value;
- b. Have considerable experience in office practice and procedure.

**5.0 University Library**

For appointment as a senior member in the University Library, a candidate must satisfy the criteria defined below for the grade to which he is seeking appointment.

**5.1 Assistant Librarian**

For appointment to the grade of Assistant Librarian candidates must possess a Master's degree in Library/Information Studies. In addition, candidates must have had at least two years post qualification experience.

**5.2 Senior Assistant Librarian**

Candidates seeking appointment as Senior Assistant Librarian must possess a Masters degree in Library/Information Studies. In addition, they must have served as Assistant Librarian or equivalent grade in an analogous institution for a minimum of four years.

Two external assessors' reports on candidates and at least five publications, including reports will be required.

**5.3 Deputy Librarian**

Candidates seeking appointment as Deputy Librarian must possess a Masters degree in Library/Information Studies. In addition, they must have served as Senior Assistant Librarian or equivalent grade in an analogous institution for a minimum of five years.

Candidates seeking appointment as Deputy Librarian shall submit a minimum of seven publications for assessment.

Reports by two external assessors' reports shall be required; one of the assessors shall be invited to the Appointments and Promotions Board.

**5.4 University Librarian**

Appointment to the position shall proceed as provided for by the Statutes. Appointment shall be by tenure.

**6.0 Computer Centre and Computer Units**

For appointment as a senior member in the Computer Centre, candidates must satisfy the criteria defined below for the grade/post to which he/she is seeking appointment.

**6.1 Programmer**

The basic requirement shall be any one of the following:

- B.Sc. Computer Science
- B.Sc. Information Technology
- B.Sc. Computing
- B.Sc. Informatics
- B.Sc. Statistic with Computing
- B.Sc. Statistical Computing
- B.Sc. Mathematics with a major computing component

Additionally, applicants must have a second degree in the relevant field.

For appointment to this position, candidates must also satisfy the following conditions:

- a. have at least two years relevant programming experience in industry/institutions
- b. have some experience in writing and testing, reviewing, making modifications to programmes, supporting procedures, and developing new operating documents
- c. have good knowledge of the following operating environment: DOS and WINDOWS. Knowledge of LINUX/UNIX is desirable
- d. be familiar with e-mail installation and have a good knowledge of the INTERNET technology.

Knowledge of basic computer networking (Microsoft or Novella network) is an advantage.

## 6.2 Systems Analyst

The basic requirements shall be any one of the following:

- M.Sc./M.Phil/PhD Computer Science
- M.Sc./M.Phil/PhD in Computing
- M.Sc./M.Phil/PhD Statistical Computing
- M.Sc./M.Phil/PhD Computation
- M.Sc./M.Phil/PhD Management Information Systems

For appointment to this position candidates must also satisfy the following conditions:

- at least two years relevant programming experience in a reputable organization/instruction
- considerable experience in writing and testing, reviewing, making modification to programmes, supporting procedures and developing new operating documents preferably in C/C+ or Visual Basic
- training in systems analysis and design as well as software development
- knowledge in the following operating environment: DOS, WINDOWS, UNIX/LINUX
- knowledge of Computer Networking (principles of computer communications, distributed processing, design and operations)
- knowledge of distributed programming and /or client-server programming is desirable in the area of application software development
- working knowledge of databases (e.g. Oracle relational database) and non-procedural language (e.g. Structured Query Language - SQL).

Knowledge of INTERNET applications (e.g. Web Technology, including setting up of Web servers, interfacing into Databases, Intranets) would be an advantage.

## 6.3 Senior Systems Analyst

For appointment to the position above, candidates must have:

- a second degree or higher as in 6.2 above
- at least four years relevant experience as Systems Analyst
- experience in writing and testing, reviewing and making modification to programs, supporting procedures and developing new operating documents
- been involved in some projects from Systems Analysis stage through programming to implementation stage
- knowledge of at least two programming languages (including C/C+ or Visual Basic)
- knowledge of the following operating environment DOS, WINDOWS, UNIX/LINUX
- knowledge of computer networking (principles of computer communications, distributed processing, design and operations)
- knowledge of distributed programming and/or client-server programming in the areas of application software development
- working knowledge of databases (e.g. Oracle relational database) and non-procedural language (e.g. SQL).

Knowledge of INTERNET applications (e.g. Web Technology, including setting up of WWW servers, interfacing into Databases, Intranets) would be an advantage.

#### **6.4 Deputy Director (Information Systems)**

For appointment to the post above, candidates must satisfy the following conditions:

- a second degree or higher in a computer related field
- at least nine years relevant postgraduate experience in computer systems operation/application, development and training in System Analysis/Design methodology
- knowledge and ability to develop systems and be capable of conducting feasibility report
- be capable of evaluating hardware and software and making recommendations
- knowledge of at least three programming languages (including C/C++, Visual Basics or Pascal) and be capable of carrying out maintenance and enhancement of existing systems, reviewing and revising procedures and standards
- must have handled and completed various projects of considerable magnitude and value from system analysis/design stage through programming to implementation stage
- must have a working knowledge of databases (e.g. Oracle relational database) and non-procedural language (e.g. SQL).
- have knowledge of the following operating environment: DOS, WINDOWS, UNIX/LINUX
- knowledge and experience in current technological trends (network, routing, web, security, integration of computer and communication and user productivity issues)
- knowledge of scripting language (e.g. command language DOS, and sh, csh, perl, egl, sed and awk and tel/tck in Unix/Linux environment). Knowledge in others like yacc and lex is desirable.
- experience in design and operation of computer networks and in systems & networks administration (in a distributed environment)
- administrative experience with proven supervisory ability
- ability to provide/arrange for required technical support and assistance to staff of the centre and users, and arrange with suppliers for proper repairs and maintenance.

#### **6.5 Director (Information Systems)**

For appointment to the above post, candidates must have

- a second degree or higher in a computer related field
- at least twelve years relevant postgraduate experience in computer systems operation/application, development and training in system analysis/design methodology
- knowledge and ability to develop systems, capability to conduct feasibility study into potential IT application areas and produce feasibility report
- ability to evaluate hardware and software and make recommendation
- knowledge of at least four programming languages (including C/C++, Visual Basics or Pascal) and the ability to carry out maintenance and enhancement of existing systems, review and revisit procedures and standards
- handled and completed various projects of considerable magnitude and value from system analysis/design stage through programming to implementation stage
- a working knowledge of databases (e.g. Oracle relational database) and non-procedural language (e.g. SQL)
- knowledge of the following operation environment: DOS, WINDOWS, UNIX/LINUX.
- demonstrated knowledge and experience in current technological trends (network, routing, web, security, integration of computer and communications and user productivity issues)
- knowledge of scripting language (e.g. command language Dos, and sh, csh, perl, cgi, sed and awk and tel/tel/teck, in Unix/Linux environment). Knowledge in others like yacc and lex is desirable
- experience in design and operation of computer networks and in systems & networks administration (in a distributed environment)
- administrative experience with proven supervisory ability
- ability to provide and arrange for required technical support and assistance to staff of the Centre and users, and arrange with suppliers for proper repairs and maintenance.

#### **7.0 Planning Unit**

For appointment as a Senior Member in the Planning Unit, candidates must satisfy the criteria defined below:

##### **7.1 Assistant Planning Officer**

Candidates seeking appointment as Assistant Planning Officer must possess a Masters degree or equivalent professional qualification in the relevant field. In addition, candidates must have at least two years relevant experience in an analogous institution.



- 7.2 Senior Assistant Planning Officer**  
Candidates seeking appointment as Senior Assistant Planning Officer must possess a Masters degree or equivalent professional qualification in the relevant field. In addition, they must have served as Assistant Planning Officer or equivalent grade in an analogous institution for a minimum of four years. Two external assessors' reports on candidate's memoranda, reports, papers and publications shall be required. Candidate must submit at least five of such documents.
- 7.3 Deputy Planning Officer**  
Candidates seeking appointment as Deputy Planning Officer must possess a Masters degree or equivalent professional qualification in the relevant field. In addition, they must have served as Senior Planning Officer or equivalent grade in an analogous institution for a minimum of five years. Two external assessors' reports on candidate's memoranda, reports, papers and publications shall be required, and one of the external assessors' shall serve on the Appointments and Promotions Board. Candidates must submit at least seven of such documents.
- 7.4 Planning Officer**  
The post of Planning Officer shall be filled by appointment only.  
Candidate seeking appointment as Planning Officer must have served in a University as Deputy Planning Officer for a minimum of five years or have a minimum of ten years post-qualification experience in an analogous institution.
- 8.0 Estate Office**  
Candidates seeking appointment as Assistant Estate Officer must possess a Masters degree in Estate Management or Land Economy. A professional qualification awarded by the Ghana Institute of Surveyors (GIS) or a recognized professional body will be an advantage.  
In addition, candidates must have at least two years relevant experience.
- 8.1 Senior Estate Officer**  
Candidates seeking appointment as Senior Estate Officer must possess a Masters degree in the relevant fields or equivalent professional qualification. In addition, they must have served as Assistant Estate Officer or equivalent grade in an analogous institution for a minimum of four years.
- 8.2 Deputy Estate Officer**  
Candidates seeking appointment as Deputy Estate Officer must possess a Masters degree in the relevant fields or equivalent professional qualification. In addition, they must have served as Senior Estate Officer or equivalent grade in an analogous institution for a minimum of five years.  
Assessments on the candidates' memoranda, reports, publication shall be required from two external assessors' one of whom shall be invited to the Interview Board. Candidates must submit at least seven of such documents.
- II CRITERIA /PROCEDURES FOR PROMOTION**
- A. Senior Members (Teaching)**
- 1.0 Promotion shall normally proceed from one rank to the immediate next rank, i.e. from Lecturer to Senior Lecturer to Associate Professor to Professor.
- 1.1 Notwithstanding the normal progression as stated in 2.1 above, any member of the University may apply at any time to be promoted to any rank for which he considers himself qualified.
- 2.0 Submission of Application**
- 2.1 Application indicating the position sought and the area of discipline concerned shall be submitted to the Dean/Director through the Head of Department with a covering letter copied to the Registrar.
- 3.0 Processing of Application**
- 3.1 The Dean/Director shall forward to the Registrar one copy of each application submitted as confirmation that the application has been received and the forwarding letter shall be copied to the applicant.
- 3.2 Application by any person from outside the University shall be sent to the Registrar who shall refer it to the relevant Head of Department to be processed as in 3.1 and 3.2.

**4.0 Faculty Review**

- 4.1 There shall be a Faculty Appointments and Promotions Committee comprising all Heads of Department and persons of Professorial rank in the Faculty.
- 4.2 The Faculty Appointments and Promotions Committee shall meet at least once a Semester.
- 4.3 On receipt of an application, the Dean/Director shall refer it to the Faculty Appointments and Promotions Committee for consideration. No application shall be withheld from the Faculty Appointments and Promotions Committee.
- 4.4 The Committee shall consider all applications for appointments and promotions and shall forward the list of all applications with its comments and recommendation to the Secretary of the Appointments and Promotions Board.

**5.0 Handling of an Application at the Dean's Office**

- 5.1 Following the recommendation by the Faculty Appointments and Promotions Committee, the Dean/Director shall, in consultation with the Head of Department, recommend to the Vice-Chancellor three persons two of whom shall be considered for appointment as External Assessors for an evaluation of an applicant's work.
- 5.2 The Registrar shall request each External Assessor to comment on each publication submitted for assessment stating its contribution to the candidate's academic/administrative/professional standing.
- 5.3 The request for an assessment shall be accompanied by
- a copy of the application including curriculum vitae
  - copies of publications and other exhibits of the applicant's work, and
  - criteria for appointment/promotion.

No internal assessment shall be sent to the External Assessors.

- 5.4 An External Assessor shall be a person of standing in the applicant's field but normally not employed by or in any way connected with the University.

**6.0 Criteria for Promotion**

An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:

- Scholarship
- Research/contribution to knowledge
- Teaching
- Academic leadership
- Inventiveness
- Extension work/service

Application shall be supported by publications including books, refereed articles in journals or manuscripts (or evidence of acceptance for publication in such journals), publication of conference proceedings, systematized teaching materials, and creative works, evidenced by patents.

The following may be taken into account by the Appointments and Promotions Board:

- Contribution to University Boards/Committees
- National/International recognition

**7.0 Handling of Applications at the Registry**

- 7.1 The Registrar shall maintain a register of applications received in his Office indicating the dates of receipt and shall bring the register to the attention of the Appointments and Promotions Board at least twice a semester indicating the stage of processing of each application.
- 7.2 When the processing of an application is completed the Registrar shall satisfy himself/herself that everything is in order and shall list the applications for consideration by the Appointments and Promotions Board, inviting the candidates for interview where necessary.

- 7.3 In each case of a promotion the Registrar shall provide the Appointments and Promotions Board with:
- The approved departmental establishment
  - The approved criteria for promotion
  - The reports of the Faculty/Registry Appointments Committee
  - The report of the Referees/External Assessors
  - Salary scale attached to the position.

**B. Senior Members (Non-Teaching)**

Promotion shall be based on satisfactory performance in the following assessable areas:

**1.0 Criteria for Assessment**

- Ability to work
- Promotion of profession
- Human relations
- Scope and Length of Service

**2.0 Grading of Assessment**

Grading of assessment shall be as follows:

Exceptional	-	A	-	Excellent
Above Average	-	B	-	Very good
Average	-	C	-	Good
Below Average	-	D	-	Fair
Fail	-	E	-	Poor

**3.0 General Procedure for Promotion**

The following general procedure for promotion shall apply in all cases.

- 3.1 Any member of staff who wishes to be considered for promotion shall complete appropriate application forms and submit same to his/her Dean/Head of/Department/ Section/Unit.
- 3.2 On receipt of the application, the Head of Section shall forward same to the Registrar together with his/her written assessment of the candidate.
- 3.3 The Registrar shall submit all applications for promotion to the Administration Appointments and Promotions Committee.
- 3.4 The Administration Appointments and Promotions Committee shall forward to the University Appointments Promotions Board the following:
- The completed application forms of every candidate, including the candidate's own assessment.
  - The written assessment by the candidate's Head of Section/Unit/ Department and the Registrar/Committee Chairman where applicable.
  - A comprehensive assessment of the candidate's suitability for promotion by the Administration Appointments and Promotions Committee's.

**4.0 Evaluation of Attainment and Performance for Promotion**

Assessment for promotion shall be made by:

- The Head of Section who shall assess the candidate, in the four assessable areas
- The Administration Appointments and Promotions Committee shall assess the candidate in all 4 assessable areas.

**4.1 The University Appointments and Promotions Board shall consider the evidence submitted by:**

- The candidate
- The Registrar/Head of Department/Section
- The Administration Appointments and Promotions Committee and
- The External Assessors where applicable

**5.0 Guidelines for Evaluating Performance and Attainment**

The following guidelines/indicators shall be applied in assessing and evaluating competence:

**5.1 Ability to Work**

- (a) Proven ability in work schedule as evidenced by:
- Grasp of administrative procedures, current administrative trends including relevant Government administrative policies and guidelines
  - Ability to do independent work
  - Initiative, resourcefulness and drive
  - Sense of responsibility
  - Capacity for sustained work
  - Quality of servicing Committees (preparation of materials for meetings, writing of minutes and reports promptly and accurately, taking follow-up actions effectively).
- (b) Leadership qualities and drive
- (c) Supervision of subordinate staff
- (d) Quality of overall output.

**5.2 Promotion of Profession**

Written reports, papers, memoranda on administrative matters and issues, and any relevant publications.

**5.3 Human Relations**

Good image and comportment in dealing with staff and the public.

**5.4 Scope and Length of Service**

Additional tasks other than normal schedule of work and length of service.

**6.0 Registrar's Department**

**6.1 Promotion from Assistant Registrar to Senior Assistant Registrar**

Candidates seeking promotion to Senior Assistant Registrar must have:

- a. Served as an Assistant Registrar in a University for at least four years;
- b. Achieved at least 'above average' performance in proven ability to work and 'average' performance in two other areas one of which should be 'promotion of profession'.

Two external assessors' reports on candidate's memoranda, reports, papers, publications, will be required. Candidate must submit at least five of such documents.

**6.2 Promotion from Senior Assistant Registrar to Deputy Registrar**

Candidates seeking promotion to Deputy Registrar must satisfy the conditions below:

- Served as Senior Assistant Registrar in a University for at least five years;
- Achieved at least 'above average' performance in all assessable areas.

Two external assessors' reports on candidate's memoranda, reports, papers, publications shall be required. Candidate must submit at least seven of such documents.

There shall be as many Deputy Registrars as necessary (Central Administration and Faculty level) some of whom may be appointed as Deputy Registrars at the satellite campuses.

**7.0 Estate Office**

**7.1 Assistant Estate Officer**

The position of Assistant Estate Officer requires a Masters Degree in Estate Management or Land Economy. A professional qualification awarded by the GIS or a recognized professional body would be an advantage.

**7.2 Senior Estate Officer**

Candidates seeking promotion to Senior Estate Officer must have:

- Served as Estate Officer in a University or in analogous institution for at least five years and should have acquired professional qualification awarded by the Ghana Institute of Surveyors (GIS);
- Achieved at least 'above average' performance in 'ability to work' and 'average' performance in two areas, one of which should be promotion of profession.

Two External Assessors' reports on candidate's reports, papers, publications, shall be required. Candidate must submit at least five of such documents.

**7.3 Deputy Estate Officer**

Candidates seeking promotion to Deputy Estate Officer must satisfy the following conditions:

- Served as Senior Estate Officer or equivalent grade in a University or analogous institution for at least five years;
- Achieved at least 'above average' performance in all assessable areas.

Two External Assessors' reports on candidate's memoranda, reports, papers, publications, shall be required and one of the External Assessors shall be invited the Appointments and Promotions Board. Candidates must submit at least seven of such documents.

**7.4 Estate Officer**

The position of Estate Officer shall be filled by appointment only.

**8.0 Finance Office**

For promotion to senior membership grade in the Finance Section, candidates must satisfy the criteria defined below for the various grades.

**8.1 Promotion from Accountant to Senior Accountant**

- Candidates must have a minimum of four years experience as Accountant in a University or analogous institutions. In addition, they must possess the final certificate of a recognized professional Accounting body or a higher degree in Accounting or Finance.
- A candidate must achieve at least 'above average' performance in "ability to work" and "promotion of work" and 'average' performance in the other assessable areas.

**8.2 Promotion from Senior Accountant to Deputy Finance Officer**

- Candidates must have served in a University or comparable organizations for a minimum of five years as Senior Accountant **AND** be a member of a recognized professional accounting body.
- A candidate must achieve 'above average' performance in all assessable areas.

**NB:** There may be as many Deputy Finance Officers as necessary some of whom may be appointed Deputy Finance Officers at the Satellite Campuses.

Two External Assessors shall be invited to the Appointments and Promotions Board in the appointment of Deputy Finance Officer and Finance Officer.

**9.0 Internal Audit**

For promotion to senior membership grade in the Internal Audit Department, Candidates must satisfy the criteria defined below for the various grades.

**9.1 Promotion from Assistant Internal Auditor to Senior Assistant Internal Auditor**

- Candidates must have: a minimum of four years experience as Assistant Internal Auditor or Accountant in a University or analogous institutions. In addition, applicants must possess the final certificate of a recognized professional accounting body or a higher degree in Accounting or Finance in addition to a first degree or its equivalent professional qualification.
- Candidates must achieve at least 'above average' performance in "ability to work" and "promotion of work" and 'average' performance in the other assessable areas.

**9.2 Promotion from Senior Assistant Internal Auditor to Deputy Internal Auditor**

- Candidates must have served in a University or comparable organizations for a minimum of five years as Senior Assistant Internal Auditor **OR** Senior Accountant **AND** be a member of a recognized professional accounting body
- Candidates must achieve "above average performance" in all assessable areas.

There shall be two External Assessors invited to the Appointments and Promotions Board in the appointment of Deputy Internal Auditor and Internal Auditor.

**10.0 Works and Physical Development Office**

**10.1 Promotion from Assistant Architect/Assistant Quantity Surveyor/Assistant Engineer to Architect/Quantity Surveyor/Engineer**

Candidates seeking promotion to Architect/Quantity Surveyor/Engineer must have:

- Served as Assistant Architect/Assistant Quantity Surveyor/ Assistant Engineer for at least 2 years;
- Achieved at least ‘average’ performance in all the four assessable areas.

**10.2 Promotion from Architect/Quantity Surveyor/Engineer to Senior Architect/ Senior Quantity Surveyor/Senior Engineer**

Candidates seeking promotion to Senior Architect/Senior Quantity Surveyor/Senior Engineer must have:

- Served as Architect/Quantity Surveyor/Engineer for at least four years;
- Achieved at least ‘above average’ performance in ‘ability to work’ and ‘average’ performance in the other three assessable areas.

**10.3 Promotion From Senior Architect/Senior Quantity Surveyor/Senior Engineer to Deputy Director**

Candidates seeking promotion to Deputy Director must have:

- Served for at least five years as Senior Architect/Senior Quantity Surveyor/Senior Engineer;
- Achieved ‘above average’ performance in ‘ability to work’ and ‘promotion of work’ and ‘average’ performance in the other two assessable areas.

**11.0 University Library**

**11.1 Promotion from Assistant Librarian to Senior Assistant Librarian**

Candidates seeking promotion to Senior Assistant Librarian must have:

- Served as Assistant Librarian in a University or an analogous institution for at least four years;
- Achieved at least ‘above average’ performance in ‘ability to work’ and ‘average’ performance in two other areas, one of which should be ‘promotion of profession’;
- Submitted at least five publications, including papers, reports for assessment.

**11.2 Promotion from Senior Assistant Librarian to Deputy Librarian**

Candidates seeking promotion to Deputy Librarian must satisfy the following conditions:

- Served as Senior Assistant Librarian or equivalent grade in a University or analogous institution for at least five years;
- Achieved at least ‘above average’ performance in all assessable areas;
- Submit at least seven publications, including papers and reports.

There may be as many Deputy Librarians as necessary some of whom could be appointed as Deputy Librarians in Satellite Campuses.

**12.0 Computer Centre and Computer Units**

**12.1 Promotion from Programmer to Systems Analyst**

Candidate must have:

- Served satisfactorily as a Programmer for at least two years;
- Achieved at least ‘above average’ in ‘ability to work’ area and ‘average’ in three other assessable areas;
- Written at least two programmes of reasonable length independently with documentation and user manuals following the relevant standard;
- Been engaged in programming work for at least four years in a reputable organization.

Where a Programmer obtains a second degree, s/he shall automatically be up-graded to the position of Systems Analyst unless his /her performance as a Programmer is below average.

**12.2 Promotion from Systems Analyst to Senior Systems Analyst**

Candidate must have:

- Served satisfactorily as an Analyst/Programmer for at least four years;
- Achieved at least ‘above average’ in ‘ability to work’ area and ‘average’ in three other assessable areas;
- Written at least four programmes of reasonable length with documentation and user manuals following the relevant standard;
- Been engaged in Systems Analysis work for at least two years in a reputable organization.

**12.3 Promotion from Senior Systems Analyst to Deputy Director (Information Systems)**

Candidate must have:

- Served satisfactorily as a Systems Analyst for at least four years;
- Achieved at least 'above average' in all assessable areas;
- Written at least seven programmes with documentation and user manuals following the relevant standard;
- Been engaged in Systems Analysis work for at least four years in a reputable organization.

**12.4 Promotion from Deputy Director (Information Systems) to Director (Information Systems)**

Candidates must have:

- Served satisfactorily as a Deputy Director for at least four years;
- Achieved at least 'above average' in all assessable areas;
- Written at least ten programmes with documentation and user manuals following the relevant standard;
- Been engaged in Systems Analysis work for at least six years in a reputable organization.

**NB:** A complete project involving analysis, design, programming, documentation and user manual shall be considered as equivalent to a published book. Therefore assessment shall include all four areas.

**13.0 Planning Unit****13.1 Promotion from Assistant Planning Officer to Senior Assistant Planning Officer**

Candidates seeking promotion to Senior Assistant Planning Officer must have:

- Served as Planning Officer in a University or an analogous institution for at least four years;
- Achieved at least 'above average' performance in 'ability to work' and 'average' performance in two areas one of which should be promotion of profession.

Two External Assessors' reports on candidate's memoranda, reports, papers, publications, shall be required. Candidate must submit at least five such documents.

**13.2 Promotion from Senior Assistant Planning Officer to Deputy Planning Officer**

Candidates seeking promotion to Deputy Planning Officer must have:

- Served as Senior Planning Officer or equivalent grade in a University or analogous institution for at least five years;
- Achieved at least 'above average' performance in all assessable areas.

Two External Assessors' reports on candidate's memoranda, reports, papers, publications, shall be required. One of the External Assessors shall be invited to the Appointments and Promotion Board. Candidate must submit at least seven such documents.

**III RENEWAL OF CONTRACT**

1. A member of staff whose contract is coming to an end shall be notified in writing by the Registrar through the Head of Department a year in advance to provide updated curriculum vitae to his Dean/Registrar through the Head of Department/Section.
2. Appropriate information from the member of staff and comments by the Head of Department shall be reviewed by the Faculty/ Administrative Appointments Committee which may recommend or dis-recommend renewal, indicating duration in case of renewal to the University Central Appointments and Promotions Board.

**IV POST-RETIREMENT CONTRACT APPOINTMENT**

Post-retirement contract appointment shall be made by the Vice-Chancellor on the recommendation of the Faculty Appointments and Promotions Committee on evidence of:

- Continuing professional activity
- Continuing good health
- Vacancy in a critical area of specialization
- Research output of applicant
- Staff-student ratio of applicant's department.

## SCHEDULE I

### GENERAL REGULATIONS GOVERNING HALLS OF RESIDENCE

1. **Establishment**  
There shall be established in the University of Education, Winneba, Halls of Residence bearing such names as the University may from time to time determine.
  
2. **Membership**  
Membership of each Hall shall comprise all Junior Members assigned to the Hall as resident or non-resident students.
  
3. **Hall Fellows**  
There shall be appointed to each Hall, Senior Members who shall be designated Hall Fellows Appointment of Hall Fellows. Appointment as Hall Fellows shall be made by the Vice-Chancellor.
  
4. **Management of Halls**  
There shall be appointed a Hall Manager who shall be responsible, subject to the Statutes and Regulations of the University, for all matters concerning the day to day administration and management of the Hall. S/he shall be assisted by a Hall Council which shall regulate affairs of the Hall.
  
5. **Hall Council**
  - 5a. **Composition**

Dean of Student Affairs	-	Chairperson
Hall Manager	-	Member
Five Hall Fellows	-	Member
Hall President	-	Member
Hall Treasurer	-	Member
One Representative of the SRC	-	Member
Two Students elected by members of the Hall		Members
Hall Secretary		Secretary

  

**In Attendance:**  
Hall Accounts Officer  
The Head Porter of the Hall
  
  - 5b. **Quorum**  
Quorum for the transaction of business shall be half the total membership, including the Dean of Student Affairs as Chairperson, the Hall Manager or a Hall Fellow and the Hall President or the Secretary. In the absence of the Dean of Student Affairs, the Vice-Dean shall chair.
  
  - 5c. **Meetings**  
The Hall Council shall meet twice every semester. Special meetings shall be called as and when necessary.
  
  - 5d. **Powers and Functions of Hall Council**
    - The Hall Council shall, subject to the Statutes and Regulations of the University, be responsible for all matters concerning the smooth administration of the Hall and the general welfare of students.
    - It shall approve the Junior Common Room Committee (JCRC) budget and monitor its administration.
    - It shall approve the budget prepared by the Hall Management from the Residential Facility User Fee (RFUF) and sources other than the JCRC Budget.



6. **Junior Common Room Committee (JCRC)**

Subject to the Regulations stated above and the Constitution of each Hall, there shall be established in each Hall a Junior Common Room Committee to be elected by the Junior Members of the Hall in accordance with a Constitution made by the Junior Members and approved by the Hall Council.

7. **Hall Accounts**

- a. There shall be established two accounts, namely, contributions to JCR Fund, and Residential Facility User Fee (RFUF) in bank accounts controlled by the Hall Council and in a manner that the Finance Officer of the University may direct.
- b. There shall be three signatories to JCRC Account namely:
  - the Hall Manager or Hall Fellow
  - Hall President
  - either the Hall Financial Secretary or Treasurer.
- c. All Hall Accounts shall be subject to examination and audit by the Finance Officer and the Auditor respectively.
- d. An audit of Hall accounts shall be carried out at least once a year by the University Auditor and a report submitted to the Vice-Chancellor and copied to the Hall Council.



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